

Meeting Room Policy

The Board of Trustees of the Barren County Public Library offers the use of its meeting room primarily for purposes of the Library or which further the mission of the Library, and secondarily for civic, informational, cultural and educational purposes. Permission to use the Library meeting room does not constitute endorsement of any group's policies or beliefs.

Presently, the meeting room is available for use during Library hours of operation only.

USE:

Meeting room use priority will be given to Library sponsored or related events.

APPLICATIONS:

- The Library Director or designated representative shall review and approve all applications to assure that all meetings comply with these policies.
- All applications must be made by a resident of Barren County with a current library card.
- Applicants must be at least 18 years of age.
- Application for the meeting room can be made by phone or in person.
- Reservations for a series of meetings may be made for a 3 month time period. All reservations are made on a "first come first serve" basis.
- The Library reserves the right to cancel the reservations for any meeting because of Library priorities.

REGULATIONS:

- Admission fees may not be charged, except for Library sponsored activities.
- Solicitation of funds or selling any product or services is not permitted, except for Library sponsored activities.
- Groups are responsible for any additional preparations and for leaving the facilities in order after use.
- Meetings that may interfere with or disrupt normal library activities because of noise, disturbance, prospective attendance in excess of room capacity or other factors will not be permitted.
- Groups meeting in the library may not use the Library as a mailing address or the Library telephone number for meeting signup.
- Smoking or the use of smokeless tobacco products is not permitted anywhere in the Library building.
- Adequate adult supervision is required for all children's groups and High School age groups (under age 18).
- The meeting room is not available for private parties or receptions.

- Groups using the meeting room are responsible for reimbursing the Library for any damage to the Library or its property. A service charge may be assessed for misuse of the facility or conditions that require more than usual cleanup.
- The Library is not responsible for the loss or damage of property belonging to meeting room users and the Library can not provide storage of any group's property without prior approval.
- Library owned audio-visual equipment is available free of charge. The group is responsible for operating the equipment. The Library is not responsible for damage to media or equipment failure. A deposit may be required to cover possible damage to equipment.
- Gambling or other illegal activities are prohibited.
- All meetings are open to the public. (Library sponsored activities may restrict attendance registration.) Groups assume full responsibility for providing special accommodations requested by their participants in accordance with the Americans with Disabilities Act.
- Groups must not exceed room capacity and must be prepared to exit the building by closing time.
- Any abuse of the above regulations could cause revocation of meeting room privileges.

FOOD & BEVERAGE

- Simple refreshments, such as beverages and cake or cookies may be served. No cooking, reheating, crock pots, or open flames are allowed.
- The serving of any form of alcoholic beverages is prohibited.
- Groups having food or beverages must clean up the area, package all garbage for disposal and furnish their own cleaning supplies. Clean up must take place prior to the closing the library.

The Board of Trustees of the Barren County Public Library reserves the right to amend any or all of the above regulations or restrictions without notice at any time.

*Approved
June 9, 2009*