



## Library Meeting Room Policy

The meeting rooms have been provided to expand the library services offered to the community; therefore, library programs always have priority over any other use made of this facility. When not needed for library-centered programs, the rooms may be made available for limited community use. The library reserves the right to review all applications before approval and all decisions regarding the appropriateness of the reservations are at the discretion of the branch manager and/or director. Every effort will be made to honor reservations that have been properly made, however, the branch manager or library director reserves the right to cancel a reservation for any reason. The library reserves the right to take photographs of events for its own records and for future promotional materials. The following policies regulate community use and do not apply to library programs, city or county functions, or Friends of the Library events.

The meeting room may be used by Jefferson County residents with a library card between the hours of 9 a.m. and 6 p.m., Monday through Thursday; 9 a.m. and 4 p.m., Friday; 9 a.m. and 1 p.m. Saturday. It may not be used on Sundays or holidays when the library is closed. The room may not be used for political activities, religious ceremonies, for profit-making purposes, or for any purpose which is illegal, and there will be no selling, soliciting, or signing of contracts allowed on the premises. No admission fee may be charged, donations solicited, or a collection taken at any meeting.

In the event of a cancellation, please contact the library as soon as possible. Failure to report cancellations may result in loss of meeting room privileges.

Use of the meeting rooms does not constitute sponsorship or endorsement by the Pine Bluff/Jefferson County Library of points of view expressed by the participants in the program. The library's name may only be used to indicate location of the program and not as a referral for information about the program. The library shall not be responsible for articles lost, stolen, or damaged, nor for personal injuries sustained on the premises.

The charge for using the room is \$50.00. The fee may be waived to authorized non-profit or publicly funded organizations. A refundable \$30.00 cleaning fee will be charged. The room must be cleaned after use and trash removed. If the room or library property needs to be cleaned or if work is required to repair damages

due to neglect to library property, the responsible person will be charged accordingly for any cleaning and/or damage over the \$30.00 cleaning fee.

When leaving the meeting room, chairs should be returned to their original position and lights should be turned off. Return the attendance count to the reference desk when the event is over. In the event the room is not left as found, the cleaning fee will be applied to the hours needed to return the room to its original configuration.

Smoking or drinking of alcoholic beverages is forbidden. Silly String and glitter are not allowed. No activity that generates smoke or flames is permitted. Noise levels must be reasonable.

Signs and decorations must be approved by the manager (or designee) and meet fire and safety standards. Signs and decorations may not be attached to any surface or posted outdoors without permission from the staff.

### Policy Agreement Form

I have read and agree to abide by the library's policy for use of the board room. I understand any meeting and/or activity will be immediately stopped at the discretion of the branch manager or director if any disruptive, dangerous, or illegal activity is observed. This includes, but is not limited to, smoking in the building or drinking alcoholic beverages. I agree to be the responsible party for the use of the meeting room and understand that I may be charged for any damages or cleaning charges resulting from my use of the meeting room.

Organization \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Library Card Number \_\_\_\_\_ Date \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact e-Mail \_\_\_\_\_

Date of Event \_\_\_\_\_