

## Meeting Room Use

*Created 8/2003*

*Revised 5/10/2016*

*Revised 8/28/2018*



The Bullitt County Public Library Board of Trustees allows the use of our meeting rooms as a service to the community. They are available to be used, free of charge, by civic, educational, cultural, and professional organizations, as well as individuals, for meetings and gatherings. The following restrictions apply:

- The Library meeting rooms may not be used as a primary or secondary place of business, nor will financial transactions for a business be allowed. No fundraising or collecting of money can take place in the building or on the property.
- Neither the name nor the address of the library may be used as the official address or headquarters of an organization. The name of the library can only be used to let people know the location of the meeting. No photos or images of the libraries may be used in the promotion of any event or meeting.
- The meeting room cannot be reserved more than three months in advance.
- The meeting room can only be booked for a three month period. After three months the Administration will need to OK continued use for an additional three months.

Because the library is a subdivision of state government, a political party or political group may use space at the library for a program provided that:

- The event features a guest speaker on a theme or topic and is not a campaign rally.
- The event is open to the public.
- An admission fee is not charged.
- It is held during open hours and organizational staff members are available and present.
- No fundraising or collecting of money can take place in the building or on the property.
- No distribution of campaign or party/group related buttons, flyers, posters, etc. in the building or on the property.
- The event must be advertised as "Presented by group x" and "held at Bullitt County Public Library." Bullitt County Public Library must not be listed as a host or sponsor on any flyers or advertising.

Library sponsored activities are given priority in scheduling use of the meeting rooms. Other activities will be scheduled on the basis of the order of requests.

A responsible party is required for reservation of a meeting room. The responsible party must fill out and sign an application form. Reservations for meeting room use shall be made at the library circulation desk. If the meeting room is booked for use outside of library business hours, a key must be picked up

during library hours prior to the meeting. There will be a \$50 damage and cleaning deposit due when the room is reserved.

Children or youth groups using the meeting room must be supervised by adult sponsors. At least one adult must be present for every 10 children under 14 years of age. The responsible party must be present at the designated time of the children's arrival and remain until all children have departed.

The library accepts no liability or responsibility for any damages or loss to person or property arising from the use of the meeting room. Groups using the meeting room assume responsibility for any damage caused to the library or its contents, inflicted by either a participant or anyone who accompanies the participant. Any damages or excessive clean-up costs will be charged to the responsible party. If there is a key deposit, the refund may be forfeited. Additional charges for damages will also be billed directly to the responsible party.

No alcoholic beverages or illegal substances may be brought into the library. Proper care must be taken with regards to preparation, serving, and disposal of any food items which are brought into the meeting room.

Nothing may be taped or attached to the walls without permission.

The libraries have security systems and fire protection. If you try to enter the library proper, the alarm will activate and police will be dispatched. If a fire alarm is pulled the fire department will be dispatched. If a building alarm is set off a \$50 fee will be assessed. If the fire department is dispatched, the fire department may charge up to a \$250 fee for responding to a false alarm. You will be responsible for any additional fees charged to the library from police or fire departments.

No smoking is allowed inside the building. No lit candles or open flames are allowed without permission.

Before you leave be sure that:

- All trash is thrown out
- All water taps are turned off, including restrooms
- All lights are turned off, including restrooms
- The entire group has left the premises and no stragglers remain
- All doors are properly locked

The librarians have the final decision on any scheduling, and may deny use to any group which does not meet the above criteria or has misused the meeting room on prior occasions.

If you book the meeting room and find that you no longer need it, please inform the library as soon as possible. This will allow a different group to schedule the use of it. If you fail to notify the library about a cancellation, you may be denied future use of the room.

The library may close due to inclement weather, power failure, or other emergencies, making the meeting unavailable. The meeting room may also not be available for use under other conditions.