# Meeting Room Use

*Created 8/2003*
*Revised 5/27/2025*

The Bullitt County Public Library (BCPL) provides meeting rooms as a community service for civic, educational, cultural, and professional use. Meeting rooms are available free of charge. Library-sponsored programs take scheduling priority.

The following restrictions apply:

- 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 product demonstrations, sales pitches, 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 Library may be used in the promotion of any event or meeting.

Rooms may be reserved up to three (3) months in advance. Recurring monthly reservations are limited to three (3) consecutive months and subject to review by Branch Managers or Administration for renewal.

Each reservation is limited to a maximum of four (4) hours, including setup and cleanup. Early entry or extended use is not permitted.

As a subdivision of state government, BCPL permits political parties or groups to use meeting space under the following conditions:

- The event features a guest speaker and is not a campaign rally.
- The event is free and open to the public.
- No donations or sales occur onsite.
- Events are held during open hours with organizational staff present.
- No fundraising or collecting of money can take place in the building or on the property.
- Campaign literature, buttons, or signs may not be distributed on library property.
- as All promotions must indicate: “Presented by [Group Name], held at Bullitt County Public Library.” BCPL may not be listed as a sponsor or host.

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

A responsible adult must complete a reservation form online, by phone, or at the Library. Some locations may not offer after-hours use; users must check with individual branches. If using the meeting room after hours, a key must be picked up during Library hours.

Youth groups must be supervised by a responsible adult, with at least one adult for every 10 children under the age of 14. The responsible party must be present before children arrive and remain until all have departed.

The Library is not responsible for personal property loss or injury. Groups are financially responsible for any damage or excessive cleaning. Additional costs may be billed directly to the responsible party.

The following are strictly prohibited:

- Alcoholic beverages or illegal substances
- Smoking or vaping
- Open flames or lit candles
- Taping or attaching items to walls without prior approval

Unauthorized entry into the Library beyond designated meeting areas will trigger the security alarm, dispatching law enforcement. If the fire alarm is pulled, emergency services will respond. Fees incurred due to false alarms or security violations -- including charges from police or fire departments -- will be billed to the responsible party. A minimum $50 fee applies for false building alarms; fire department response fees may reach $250.

Before leaving, be sure:

- All trash is properly disposed of.
- All water taps and lights (including in restrooms) are turned off.
- The room is clean and left in original condition.
- All participants have vacated the premises.
- All doors are securely locked.

If a group cancels a reservation, they must notify the Library as early as possible. Repeated no-shows without notice may result in suspension of meeting room privileges. The Library may cancel reservations due to weather, power outages, or other emergencies without notice.

Library staff reserve the right to deny or revoke meeting room use for any reason(s) including but not limited to violations of this policy or past misuse.