

## Meeting Room Reservation Guidelines

Consistent with the Library Bill of Rights, the Library shall make its meeting rooms and exhibit spaces available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

### 1. Availability

- Paris-Bourbon County Library meeting room and other areas of the facility, as specified by the library board, if applicable, are available for both individuals and organizations.
- Since the Library is a tax-supported facility it may be used only by non-profit organizations whose membership is open to all without restriction based on race, sex, or religious creed.
- Commercial or profit-making organizations sponsoring educational programs of a non-profit nature will be permitted to use the facility on a case-by-case basis provided the meetings are open and free to the general public and do not include selling, solicitation, or order taking.
- Meeting rooms/Library space can be scheduled only by a holder of a valid Paris-Bourbon County Library card in good standing.

### 2. Reservations, Scheduling, and Application

- Library programming will have first priority in scheduling facility use.
- The facility will be available during regular library hours on a first come/first reserved basis.
- The facility may be reserved no more than six (6) months in advance.
- Applications may be rejected and previously granted permission may be withdrawn for violation of library rules or conduct inconsistent with library rules and regulations at the discretion of the Library Director.
- A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group will sign the application form stating they have received a copy of the policy.

### 3. Rules for Use

- All meetings must be open to the public and the media.
- Hours of usage shall include the total time involved in the meeting, from the time the organization requires the room for assembling or other purposes to the time the room is vacated.
- All meetings should end 30 minutes before library closing and the facility be vacated 15 minutes prior to closing, unless special arrangements have been made in advance.
- All advertising, except that incidental to programs, and all sale of merchandise or other materials is forbidden on the premises unless specific approval is obtained in writing prior to the meeting.

- In addition, such use shall not include an admission fee, distribution of literature, solicitation for memberships, or payment of dues without the prior approval of the Library Director or the Director's representative.
- The user is responsible for all table and chair arrangements, including set up/take down.
- The people using the facility shall leave it in a neat, clean, and orderly condition including any equipment used.
- The user will be responsible for any costs resulting from damage to the facility. In addition, the group will be given notice that continued offense will result in the group being denied access to the meeting room.
- Light refreshments (e.g. coffee and cookies) may be served in the meeting room or in outdoor areas only, and organizations using it shall provide all equipment and utensils needed.
- Clean-up is the responsibility of the user.
- No alcoholic beverages are allowed on library premises.
- Smoking is NOT permitted inside the library nor within twenty (20) feet of any Library entrance/exit.
- Audio/visual equipment is available, but prior arrangements must be made with the Business Manager at least one week in advance.
- In compliance with the fire code regulations, attendance for any use of the facility may not exceed the room's capacity.
- Driveways and the parking lot must not be blocked; violators will be towed at the owner's expense.
- A limited amount of parking space is available. Persons using the room may need to use street parking or a nearby free, City parking lot.
- Children attending meetings with parents/guardians are welcome, but must stay with those who brought them and under the supervision of their parents/guardians.
- Any group consisting mainly of persons under eighteen (18) years of age must have an adult in supervision at all times during the meeting. An adult must be the contact person responsible for the use of the facility. The contact adult may not leave the premises until all other attendees have departed.

#### 4. Fee

- There is no charge for the use of the facility (though donations to the Friends of the Paris-Bourbon County Library will gladly be accepted).

#### 5. Liability

- Granting permission for the use of the facility does not imply endorsement by the Paris-Bourbon County Library or the Board of Trustees of the user or the user's beliefs.
- All groups will agree to hold the Paris-Bourbon County Library and the Board of Trustees harmless from any loss, damage, liability, costs, and/or expense that may arise during or to be caused in any way by such use of Library facilities.
- The Library cannot be responsible for loss or damage to exhibits left in the facility or personal property of those attending meetings.

- Though every effort will be made to safeguard materials, the Paris-Bourbon County Library is not responsible for loss or damage to items while on display at any Library location.

Any group in violation of the above regulations may lose their right to future use of the facility. The Library Director has the right to terminate use if library guidelines are not followed. Appeals concerning use of the meeting room may be made in writing and will be reviewed by the Board of Trustees and Library Director.