

MEETING ROOM RESERVATION POLICY

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 rooms 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 by non-profit organizations whose membership is not restricted based on race, sex, religious creed, or other protected class.
- Organizations or individuals sponsoring educational or organizational programs will be permitted to use the facility on a case-by-case basis provided the meetings do not include selling, solicitation, or order taking.
- **Meeting rooms are not available for personal or private parties such as birthday celebrations, showers, or receptions.**
- Meeting rooms/Library space can be scheduled only by a holder of a valid Paris-Bourbon County Library card in good standing.
- **The Library reserves the right to move any scheduled meeting to another space.**

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. Conference Room A and B can be reserved for after hours use.
- Reservations for meetings may be arranged by telephone or by using the Library's online registration web page. The facility terms of use form must be completed prior to a group's or individual's first use of a Library room.
- The facility may be reserved no more than twelve (12) months in advance.
- The Library heavily uses programming spaces during the evenings. Consequently, individuals and/or groups are normally limited to twelve meetings per year for weekday reservations 4:00-8:00pm. Additional weekday reservations may be scheduled during daytime hours before 4:00pm or after 8:00pm.
- Applications may be rejected and those previously granted permission may be withdrawn for violation of library rules or conduct inconsistent with library rules and regulations at the discretion of the Library Director.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.
- Any advertising of scheduled events must bear the statement that "This event is not sponsored by the Paris-Bourbon County Library."

3. Rules For Use

- **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.** Access to the room is not guaranteed before or after the reserved time.
- All meetings should end 30 minutes before library closing and the facility be vacated 15 minutes prior to closing unless special provisions have been made at least one week in advance for after hours use of Conference Room A and/or B
- 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 any set up and 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, cookies, and boxed lunches) may be served in Conference Room A and/or B or in outdoor areas only, and organizations shall provide all equipment and utensils needed. Full meals / catering are not permitted. No food or drink is permitted in the 2nd floor conference room or any other interior Library space.
- **Clean-up is the responsibility of the user.** Vacuum, broom, and cleaning supplies are available upon request. Trash must fit entirely inside the provided receptacles or be bagged and removed upon completion of the meeting / event.
- No alcoholic beverages are allowed on library premises.
- Smoking is NOT permitted inside the library nor anywhere on the Library campus.
- Audio/visual equipment is available, but prior arrangements must be made with the Assistant Director at least one week in advance or at the time of reservation.
- 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 meeting room(s) may need to use street parking or a nearby free, City parking lot.
- 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.
- Children attending meetings with parents/guardians are welcome, but must stay with those who brought them and under the supervision of their parents/guardians.

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.