

**Lawrence County Public Library Meeting Room Policy**
Effective October 1, 2020

The Board of Trustees of the Lawrence County Public Library extend to the community and county the use of library meeting room facilities as an outreach service, to be used free of charge for civic, educational, cultural, and professional organizations of Lawrence County.

Reservations

* Regular meetings such as groups or special activities relating to stated purposes of said organizations will be considered for reservation.
* Gatherings such as birthday parties, anniversary parties, wedding or baby showers, etc. will not be permitted.
* Children or youth groups utilizing the meeting room must be accompanied by adult sponsors who will be present at the designated times of children’s arrival and remain until all children have departed.
* Availability of meeting room use shall be on basis of order or requests received.
* Reservations for the meeting room shall be made by contacting the library.
* For meetings after regular business hours, keys must be picked up by the individual that reserved the room the day prior to the meeting before 5:00 p.m. Monday – Friday.
* Ensure the outside meeting room doors are locked and keys are placed on a table in the meeting room prior to exiting the building.

Fees

* Non-profit organizations or businesses not meeting for monetary gain may utilize the room free of charge.
* While the meeting room is not intended for use by persons nor organizations for monetary gain, should such a request occur, an application must be submitted to the Director and permission granted.
* A $75 fee will be charged for any person or organization using the business for monetary gain.

Damage Deposit Requirement

* Any damage to the building, equipment, or grounds through misuse or carelessness is the monetary responsibility of the person or organization utilizing the room.
* All persons reserving the meeting room are required to provide debit or credit card information as an insurance policy for the library, upon reserving the room.
* The card will not be charged if no damage or misuse occurs and card information will be destroyed following inspection of the room and kitchen by library staff.
* If damage does occur the card will be charged for the amount of specified damages.
* Failure to leave the meeting room area, kitchen, or restrooms clean will result in a $50 cleaning fee charged to the debit or credit card on file.
* Lost keys will be assessed a $100 fee to the card on file.

Tables/Chairs/Technology Equipment

* Notify library staff at the time of reservation how many tables and chairs will be needed and if technology equipment is needed.
* Ensure you have the correct library WIFI password prior to the meeting. The password is subject to change at any time.
* As addressed above, any damages to library furniture or technology equipment will be assessed and charged to the debut or credit card on file.

Cleaning and Kitchen Usage

* Leave the meeting room area as it was upon entering.
* Arrange tables and chairs in the order they were upon entering.
* Wipe all tables clean and use the carpet sweeper to clean the floors.
* If access to the kitchen area is needed, please indicate at the time of reservation. Otherwise the kitchen will remain locked.
* When utilizing the kitchen area, groups must provide their own supplies. This includes but is not limited to paper towels, cups, plates, silverware, plastic utensils, table covers, etc.
* Items in the refrigerator and cabinets are for library use only.
* Do not leave anything in the kitchen area, cabinets, or refrigerator. Anything left will be disposed of the following day.
* Absolutely no glitter or glitter products are to be used in the library. There will be a $50 cleaning fee for any glitter found after a meeting and room usage privileges may be revoked.

Restrooms

* Restroom access is provided during meeting room usage.
* Restrooms are locked and accessible by key which will be provided at pick-up for building keys.
* Leave the restrooms in the order they were upon entering. As previously addressed, a $50 cleaning fee will be charged to the card of file if restrooms are not orderly following the meeting.

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**Meeting Room Reservation Request Form**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Beginning and Ending Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsible party for key pick-up:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kitchen access needed: YES/NO (Please circle)**

**I have read the Lawrence County Public Library Meeting Room Policy and understand I am monetarily responsible for any misuse or damage to the building.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
Name Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Signature**

**--------------------------------------------------------------------------------------------------
Staff Use Only:

Credit Card Number:
Name on Card:
Expiration Date:
3 Digit Code:

Staff Initials:\_\_\_\_\_\_\_\_\_**