

Meeting Rooms

Policy Number: P7.10

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The Coffey County Library facilities include public meeting rooms available for the use of individuals, groups and organization under the following guidelines:

- A. Library-sponsored activities and programs take precedence over all others. Even when a meeting room has been reserved for a nonliterary use, the right to revoke such use for library purposes is inherent and will be given priority.
- B. No nonlibrary use of meeting room facilities may be made for regularly scheduled meetings. No more than two consecutive meetings may be scheduled in the meeting room for any individual, group or organization.
- C. In accordance with A.L.A. guidelines, except for certain library-sponsored activities or programs, no commercial use will be made of the meeting rooms. This prohibits admission charges, acceptance of donations or sale of products or services for nonlibrary events. Any event that may include the exchange of money will require prior approval of the Library Administrator.
- D. Use of the meeting rooms for nonlibrary purposes must be scheduled in advance, and an authorization form available from any Coffey County library must be completed and signed by a responsible adult representing the reserving party. By her/his signature, this person affirms that she/he has read, understands and agrees to be personally accountable for (a) using the meeting room and its equipment as stated on the authorization form; (b) leaving it clean and set up as it was upon entering; (c) removing anything brought in for the meeting; (d) leaving utilities and entrance door(s) as instructed by the librarian; and (e) ASSIGNING FULL LIABILITY FOR ANY

DAMAGES TO THE BUILDING AND/OR ITS CONTENTS RESULTING FROM THE ACTIVITY OR PROGRAM.

- E. During the meeting or activity, at least one adult supervisor must be in attendance throughout to make sure the provisions of this policy are properly carried out. If the room is used during regular library hours, the librarian, the person signing the authorization form or the adult supervisor in charge will be responsible for opening, closing, securing the facility and returning the key as agreed.

- F. Meeting room facilities may be used in making coffee, tea or light refreshments. Any audiovisual equipment obtained from the library must be operated by an adult with experience, and must be returned as directed. ANY DAMAGE WILL BE THE RESPONSIBILITY OF THE RESERVING PARTY.

- G. Candles, incense or any other smoke or flame producing devices, including barbeques and birthday candles, are not permitted in the library or on the library grounds.

- H. As prescribed by Kansas statutes, there shall be no smoking or use of alcohol or drugs in the building.

- I. The library does not accept any responsibility for loss of or damage to any property brought in for the program or activity, nor for any personal injury occurring at the meeting.

- J. All extension cords used in Coffey County Meeting rooms shall be OSHA approved three-wire grounded extension cords.

- K. Continued use of the meeting room facilities by any individual, group or organization will be contingent upon adherence to the provisions of this policy.

- L. The fee(s) for use of Coffey County Library meeting rooms are listed on the Price Chart.

- M. Persons interested should contact the branch they wish to use for reservations and the Statement of Responsibility. This Statement can be found on our website.
- N. All individuals and groups who use these rooms will be charged a fee except the Coffey County Library Board, Friends of the Library, individuals needing the use of such facility to further academic goals, library-sponsored programs, and programs presented by a government entity or nonprofit organization.