



Meeting Room Use Policy

The Basehor Community Library welcomes the use of its two meeting rooms to governmental agencies, non-profit groups engaged in educational, civic, cultural and charitable activities who agree to abide by this policy. The meeting rooms are primarily for use by the library, library sponsored programs and library related organizations. However, when not required for these functions, the meeting rooms are available for other groups in support of the library's mission to be of service to the community. Commercial organizations are not eligible to use the meeting rooms.

Open Access

All meetings must be open to the public. The Basehor Library reaffirms the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the library meeting room does not in any way constitute an endorsement by the Library of the group's policies or beliefs, and no claim to that effect may be used, either implicitly or explicitly in advertising. The Basehor Community Library will make no effort to censor or amend the content of a meeting when granting meeting room access.

Meeting Room Usage Fees

No fees are charged for meeting room use.

Descriptions of the Rooms

- **Upstairs Meeting Room**
Meeting Room 101 is located on the main level to the south of the main library entrance. It measures approximately 23' x 24' and contains a sink and counter top area; and a projector and projection screen. Maximum room occupancy is 38. In most cases, there are eight (8) 2' x 5' tables and 20 chairs available for use (however, these may be reserved used for other library events if not specifically reserved). Additional chairs may be available upon request.
- **Downstairs Meeting Room**
Meeting Room 004 is located on the basement level. It measures approximately 36' x 40' and has large dry-erase surfaces on three walls. Maximum room occupancy is 96. In most cases, there are twenty (20) 2' x 5' tables and 40 chairs available for use (however, these may be reserved used for other library events if not specifically reserved). Additional chairs may be available upon request.

Restroom facilities are conveniently located just outside of both meeting rooms.

Eligible Organizations (in priority order):

- Library Programs (*see additional details in appendix A below*)
- Library Related Groups (such as Friends of Basehor Community Library)
- Civic, School and nonprofit groups presenting meetings of public interest
- Other groups not included above, and not specifically excluded in the Basehor Community Library Meeting Room Policy
- Commercial, for profit organizations or individuals are not allowed to reserve/use the meeting rooms.

Reservations

General Process:

- a. Validate meeting room availability / suitability and obtain reservation form
 - b. Complete/submit a "Library Meeting Room Reservation" form (which includes agreeing to abide by this policy)
 - c. Obtain approval / confirmation of the reservation
- All reservations require the submission of a "Library Meeting Room Reservation" form.
 - The requestor must obtain approval/confirmation of the reservation before they can consider the room available for their use. Submission of the request does not guarantee approval of the request. In most cases, approval can be granted at the time the request is made, but not always. The requestor should expect the library to provide a confirmation of approval (or denial) of the reservation within 24 hours.
 - When approved, the library will provide a receipt confirming the reservation (specifying the date/time the room is reserved)
 - The person signing the application must be at least 18 years of age and will be responsible for ensuring the room use policies and procedures are followed.
 - In general, the use of meeting rooms may only occur during regular library hours. After hour usage of meetings rooms may be considered based on staffing availability.
 - Rooms may be reserved up to 2 months in advance on first come, first serve basis. As stated above, library programs will have priority.
 - Organizations may not reserve either meeting room more than once per month.
 - In the event a question arises regarding the eligibility of any group requesting use of the meeting rooms, the library director (and if necessary, the library board) will be consulted. The library board will have final authority in granting or refusing permission to use the library's meeting rooms.
 - Meeting cancellations should be communicated to the library director as soon as possible (to make the room available to others and/or to best manage library staff)
 - The library reserves the right to cancel an existing reservation in support of other library programs. Such cancellations are very rare. If they occur, the library will contact the individual who made the reservation to provide notice as early as possible and to work through rescheduling if possible.

Other

- Reservation times should include the time required to set-up and clean-up
- In the rare event the library must cancel an existing reservation (inclement weather, facilities issues, etc), the library director will contact the reservation requester as soon as possible to notify them of the situation and attempt to find a reasonable opportunity to reschedule.
- The reservation requestor will be held responsible for any damages to the facilities or equipment. Clean up charges will be assessed in cases of unusual wear and tear on the room.
- The library respects the privacy of organizations and will not share with the public information pertaining to a room reservation (e.g., organization name, contact info, etc.)

Basic Rules of Use

- Before using the meeting room upon arrival at the library, the group coordinator should notify a Library employee at the main information desk.
- Occupancy may not exceed the maximum for the given room.
- Groups and organizations using the rooms are responsible for maintaining order. Appropriate conduct consistent with library operation is expected as a condition of room use.
- At least one adult (18 years or older) must be present and responsible for any event involving children under the age of 18.
- No admission fees may be charged.
- Drugs, alcohol and use of tobacco products is prohibited.
- Open flames and cooking appliances (except for coffeemakers and microwave) are prohibited
- Glitter and confetti are not allowed as they are difficult to remove from surfaces and carpet.

- Food and drinks are allowed. However, dark juices are prohibited because stains are difficult to remove from the carpet.
- Activities which impede the function of the library are prohibited.
- Room set-up is the responsibility of the group who made the reservation. Library staff should not be expected to assist with room configuration activities (e.g., setting up tables and chairs)
- The room must be returned to the condition it was in before it was used
- Library staff shall have access to the room at all times. Every attempt will be made to respect the privacy of the group using the room.
- Damages to the premises, equipment or furnishings as a result of group use will be charged to individual who reserved the room.

The Basehor Community Library, its staff, board of trustees, or agents shall bear no responsibility whatsoever for personal injury to any member, affiliated person, guest, invitee, or licensee of the using organizations, its members, affiliated person, guests, invitees, or licensees.

Non-Compliance With This Policy

Failure to comply with the meeting room use policies or rules may result in denial of future use of the meeting, financial liability for damages, and/or immediate removal from the room.

Equipment

The library has various equipment and furnishings available for use in the meeting rooms. If specific equipment is required for the meeting, these items should be requested (and documented) at the time the reservation is made.

The library staff may or may not be available to help with any equipment troubleshooting.

Snow Days-- Bad Weather Guidelines

Library activities and services will be open as usual unless specific announcements are made to the contrary. Such announcements will be made on the library website or voice mail message. Signs will be posted at the Library entrances if the Library closes after it has opened. An attempt will be made to contact organizations who have a reservation during such events. However, it is the group's responsibility to ascertain that the Library has closed or is not open in these situations.

Appendix A: Library Programs

This policy defines the meeting room use processes, rules and guidelines for *external* organizations. This policy does not apply to Library sponsored programs. For example, the Library may learn from patrons that financial planning education is a specific service that would benefit many in the community. In order to provide this service, the library may contract with an educator to offer a week long class and provide the meeting room. However, it's not unusual in situations like this for the participants to pay a nominal fee to attend the class (to cover materials, supplies and a portion of instructor expenses/overhead). This is different than if an independent financial planner attempted to use the library meeting room facilities on his/her own to have a venue to transact business and earn a profit. That would not be allowed as it would be in violation of this policy's organization eligibility rules (i.e., a commercial, for profit group cannot reserve a room).

Questions about this policy should be directed in writing to the Library Director.

Approved by the Board of Trustees 02/19/2009