



## **LIBRARY ANNEX MEETING ROOMS USE POLICY**

The Board of Trustees of the Spencer County Public Library will make the public meeting rooms available, at no cost, to any group of citizens who currently live in or own property in the county. The facility may be used only by not-for-profit organizations whose membership is open to all.

1. Library-sponsored activities are given priority in the use of the facilities.
2. The person reserving the meeting space must have a Spencer County Public Library card in good standing, must attend the meeting, and is the person responsible for the care of the room
3. The person/responsible party will be billed for any damage or losses to the room(s), or cleaning services if the room does not pass cleaning standards (listed on page two).
4. Use of the facility will be denied to any group that is disorderly or violates the rules. Failure to follow policy or to meet cleaning standards may result in restrictions on future reservations.
5. Meetings, activities, or programs must be scheduled to begin during Library hours, and the facility must be vacated 15 minutes prior to Library closings unless extended hours are approved by the director or designee.

### **Rooms are available to reserve during the following time periods:**

**Monday and Wednesday:** 10:00-5:45 pm

**Tuesday & Thursday:** 10:00-6:45 pm

**Friday:** 10:00-3:45 pm

**Saturday:** 10:00 -2:45 pm

**Sunday:** *Not Available*

*Available hours may change due to holidays, inclement weather, or other unavoidable closings.*

6. Meeting rooms are not available for social functions.
7. No group may conduct money-making activities while using the facility, including charging admission. Exceptions are made for Community organizations that collect dues at each meeting. Authors visiting at the library's request may sell copies of their books.
8. Groups may reserve/use the rooms twice a month.
9. Reservations are accepted up to three months in advance.
10. Arrangements for audio-visual equipment should be made at the time of reservation, as it may affect the room assignment.
11. The name or address of the Spencer County Public Library cannot be used as the official address or headquarters of any organization.
12. The Spencer County Public Library campus is tobacco and alcohol-free.
13. The library accepts no liability or responsibility for any damage to persons or property arising from the use of the facility.
14. A copy of the meeting room/facilities use policy will be given to each group using the room. The responsible party of the group will sign the application form confirming receipt of the policy.
15. Groups may not attach or affix anything to walls, doors, or windows without prior library permission

**LIBRARY MEETING ROOM PROCEDURES**

The request for room availability can be made by phone, in person, or online. Rooms will be assigned in the order in which the request is received, pending approval. The group requesting the room for use is responsible for the setup and breakdown of tables and chairs (not Library personnel). All furniture used by the group must be returned to its original placement. Subsequent usage of the room may be restricted if the room is not left in good order.

**CLEANING STANDARDS**

In order to keep the building as clean as possible, it is requested that the individual whose name appears on the reservation application, agreeing to our policies, check the following items when the meeting is over:

- Tables and chairs are returned to their original placement.
- All trash is placed in designated containers.
- All kitchenware is cleaned and put away.
- All water taps are turned OFF, including restrooms.
- All lights are turned OFF, including restrooms.
- The coffee maker and televisions are turned off.
- All people have exited the facility.
- All outside doors are locked.
- Return the key to the library circulation desk or place it in the supplied envelope; write the attendance number on the envelope, and drop it in the book drop in the parking lot.

**ROOM OCCUPANCY**

<b>Annex Rooms</b>	<b>Chairs Only</b>	<b>Tables and Chairs</b>
<b>Jennifer Goebel-Just Room -118A</b>	<b>50</b>	<b>20-40</b>
<b>Small Room 118-B</b>	<b>35</b>	<b>16</b>

<p><b>SCPL ANNEX BUILDING</b>  118 Taylorsville Road  Taylorsville, KY 40071  Next to the Main Library</p>
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*User agrees to hold The Spencer County Public Library and its trustees, employees and volunteers harmless from any and all liability and all claims for damages of any nature or kind, including all costs and legal expenses that may result from or by reason of any act or omission on the part of said user or any and all members of the user's party while in the Spencer County Library Annex. User agrees to fully reimburse The Spencer County Public Library for any damage arising from the use of the property and any costs and legal fees incurred in the collection of said reimbursement.*