

8.8 Public use of the Community Room(s)/Grounds

The primary purpose of Woodford County Library premises is to provide a space for library-sponsored activities and programs that help the Library fulfill its mission of serving the county's information, leisure, and lifelong learning needs.

The secondary purpose is to bring together the resources of the Library, government agencies, non-profit organizations/groups and individuals. When the Community Room(s)/Grounds are not scheduled for a Library activity or program, they are available on an equitable basis to organizations engaged in educational, cultural, intellectual, or charitable activities. Children's organizations/groups may use the spaces if they are supervised by adults.

Adherence to the following policies is required by the organizations and groups who wish to use the Community Room(s)/Grounds:

RULES & RESPONSIBILITIES

1. *Non-discrimination.* The government agency or non-profit organization/group must provide information and program services to all persons regardless of race, color, sex, age, disability or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 [P.L. 100.259].
2. *Application.* An application for use of the Community room(s)/Grounds must be made in writing by one person representing a government agency or non-profit organization/group that is obligated to the Library for the safe and proper use of the premises. The applicant who represents the government agency or non-profit organization/group must be at least 18 years of age. The Library Director reviews the application and approves or rejects it based on the criteria set forth in this policy.
3. *Non-transfer.* Approval of an application for use is not transferable to another organization, group, or individual.
4. *Conflict of usage.* Requests for use of the Community Room(s)/Grounds for other than Library business or programs are not granted until it is clear that such use will in no way conflict with Library activities. A calendar of approved requests is maintained to avoid scheduling conflicts.
5. *Reservations.* An approved Application to Use the Library Community Room(s)/Grounds is required before reservations can be made. All requests to use the premises are made by contacting the Library Director in person or by phone, fax, or e-mail. Reservations are accepted on a first come, first served basis. They should be made at least one week prior to the meeting date. To allow the Library flexibility in meeting its own programming needs, reservations may not be made more than 2 months prior to the meeting/event date. The Library maintains a calendar listing of confirmed dates; it is available to the public.
6. *Frequency.* The Library cannot provide space on a frequent and permanent basis to support the primary activities of a government agency or non-profit organization/group, so use of the room is on an occasional basis not to exceed twelve times a year.
7. *Disclaimer.* The Library does not advocate or endorse the viewpoints of any government agency or non-profit organization/group or individual. No user of the premises may imply or represent in any way that the meeting/event is sponsored by the Library without express written consent of the Library Director.
8. *Publicity.* No publicity in connection with any meeting/event to be held at the Library is to make reference to the Library except to designate meeting location. The name, address, or phone number of the Library may not be used as the official address or contact of a government agency or non-profit organization/group or for a meeting/event.
9. *Cancellation.* The Library reserves the right to cancel a reservation without notice if the Library is unexpectedly closed due to weather or an unforeseen emergency. The event's contact person will be called as soon as the decision to close is made.

10. *Open access.* Meetings and events must be open to the public. Attendance may not be restricted through tuition or admission fees.
11. *Prohibited uses.* Use may not include commercial or for-profit activities, private social functions, or programs not consistent with the Library's mission.
12. *Solicitation and sales.* There may be no distribution of literature, brochures, or other materials to library patrons outside of the meeting. There may be no solicitation, promotions, or sale of items, unless sponsored by the Library.
13. *Non-interference.* A meeting/event must be confined to the Community room(s)/Grounds and may not cause a disturbance to those using the Library or interfere with normal library operations because of noise or other factors.
14. *Prohibited items.* Alcoholic beverages and controlled substances are prohibited. Smoking, the use of candles, incense, or any other open flame is also prohibited.
15. *Capacity.* Attendance may not exceed the capacity of the room –60 people seated auditorium style or 32 people at 8 tables or maximum of 100 children seated on the floor (Versailles); 36 people seated auditorium style or 18 people at 6 tables or 70 children seated on the floor (Midway).
16. *Available times.* The Community room(s)/Grounds are available only when the Library is open. The meeting/event must end and the area must be cleaned up at least 15 minutes before the Library's closing time.
17. *Equipment.* The Library's data projector, speakers, televisions, laptops, cables, and extension cords are available for use inside the Library in conjunction with the scheduled event. The Library does not provide staff to operate audiovisual equipment.
18. *Storage space.* The Library does not provide storage space for equipment, supplies, or personal property. Any personal items left in the room may be discarded.
19. *Setup/takedown.* Furniture may be rearranged, but the room must be returned to its original condition. Decorations, posters, or the like may not be attached on the walls, windows, or furnishings.
20. *Food and drink.* Light refreshments may be served. No advance catering deliveries will be accepted by Library staff. A \$25.00 refundable deposit is required at the time of application.
21. *Kitchen facilities.* The Library is not responsible for supplying dishes, silverware, table covers, kitchen utensils, or dish soap and towels. The kitchen must be returned to its original condition and all trash must be placed in the proper receptacles.
22. *Janitorial fee.* A fee of \$20 per hour (minimum \$20) is assessed for cleaning if the Community Room(s)/Grounds are not returned to their original condition.
23. *Liability.* The Library is not responsible or liable for any accident, injury, loss, or damage to personal property of individuals or government agency or non-profit organization/group using the Community Room(s)/Grounds.
24. *Revocation.* Failure to comply with this policy could result in loss of Community Room(s)/Grounds use privileges.

This policy is not all-inclusive; approval of individual meeting situations not described here is determined by the Library Director. For good cause, the Library Director may waive a rule/regulation or may deny or cancel any reservation.

Woodford County Library

Application to Use the Library Community Room, Children's Programming Room or Gallery

This form must be completed by the organization and approved by the Library Director before a meeting can be scheduled.

Organization's Name _____

Organization's Address _____

Representative _____

Phone Number _____

What is your Organization's Primary Purpose/Mission?

- | | | |
|--|-----|----|
| 1. Is this a non-profit organization or government agency? | Yes | No |
| 2. Will the purpose of meetings/programs held in the room be civic, cultural, informational, or educational? | Yes | No |
| 3. Will the purpose of meetings/programs held in the room be commercial or for-profit? | Yes | No |
| 4. Will the purpose of meetings/programs held in the room be private social events? | Yes | No |
| 5. Will meetings/programs held in the room be free and open to the public? | Yes | No |
| 6. Will food items and/or drinks be served? Yes No
(If yes, please attach \$25.00 deposit) | | |

By signing this application, requestor acknowledges that it has read and understands the Library's policies regarding use of the Library's meeting rooms and will comply with those policies. Requestor further acknowledges that the group's failure to comply with these policies may result in suspension/revocation of the privilege to use such rooms.

Representative's Signature _____

Date & time of meeting(s) _____

Room requested: Community Meeting Room Children's Gallery
(circle one)

Return to: Karen Kasacavage, Library Director
Woodford County Library
115 N. Main Street-Versailles, KY 40383
859-873-5191 (ph)/859-873-1542 (fax)