

BONNER SPRINGS CITY LIBRARY

MEETING ROOM USE POLICY

When not otherwise required for use in Library related activities, the Bonner Springs City Library welcomes the use of its Meeting Room to governmental agencies and non-profit Organizations engaged in educational, civic, cultural and charitable activities who agree to abide by this policy. The Meeting Room is available for these organizations in support of the Library's mission to be of service to the community. Commercial organizations are not eligible to use the Meeting Room.

Open Access

The Meeting Room is made available free of charge on an equitable, first come, first served basis, regardless of the beliefs or affiliations of individuals or Organizations requesting its use. Permission to use the Library Meeting Room does not in any way constitute the Library's endorsement of a group's policies, practices or beliefs, and no claim to that effect may be used, either implicitly or explicitly in any advertising. All meetings shall be open to the public, and no admission may be charged.

Description of the Room

The Meeting Room on the main level east of the main Library entrance. It measures approximately 30' x 30', contains a sink and counter top area, a projector and projection wall. Maximum room occupancy is 80 audience style and 30 with tables. If available and requested for use, there are fifteen 2' x 5' tables and 80 chairs available for use. Restroom facilities are located outside the Meeting Room.

Eligible Organizations (in priority order):

- Library Programs
- Library Related Organizations (such as Friends of Bonner Springs City Library)
- Governmental, Civic, Educational and other non-profit Organizations presenting meetings of public interest
- Other Organizations not included above, and not specifically excluded in the Bonner Springs City Library Meeting Room Policy

Reservations

- All reservations require the submission of a "Library Meeting Room Reservation" form.
- The applicant must obtain approval/confirmation of the reservation before they can consider the room available for their use. Request submission does not guarantee approval. In most cases, the applicant should expect the Library to provide approval or denial of the reservation within 24 hours.
- If approved, the Library will provide a receipt confirming the reservation date and time.
- The applicant must be at least 18 years of age, provide valid identification or a current Library card, and shall be responsible for ensuring that room use policies and procedures are followed.
- Events must begin, adjourn and all clean-up must be completed during the Library's scheduled hours of operation.
- The Meeting Room may be reserved up to three months in advance on first come, first served basis. Organizations with regularly scheduled meetings must reschedule those meeting every three months.

- Organizations may not reserve the Meeting Room more than once per week.
- Questions regarding eligibility of any group requesting use of the Meeting Room shall be referred to the Library Director. Decisions by the Library Director may be challenged by bringing the issue before the Library Board at its next regularly scheduled meeting. The Library Board shall have final authority in granting or refusing permission to use the Meeting Room.
- Meeting cancellations should be communicated to the Library staff as soon as possible.
- While such circumstances are rare, the Library reserves the right to cancel an existing reservation due to weather, facilities issues or in support of other Library programs. If such a cancellation is necessary, the Library Director will notify the applicant and reschedule the event.
- The Library respects the privacy of organizations and, unless otherwise required to do so by law, will not share information pertaining to a room reservation with the public, other than as may be posted on the Library's Calendar of Events(e.g., organization name, contact info, etc.),

Basic Rules of Use

- Upon arrival at the Library, the applicant shall notify a Library employee at the front desk.
- Occupancy may not exceed 80 persons.
- Conduct consistent with Library operation is required. Organizations using the room are responsible for maintaining order.
- 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 for any event held in the Meeting Room.
- Use of drugs, alcohol and tobacco products is prohibited.
- No open flame unless for the use of food warming.
- Glitter and confetti are prohibited.
- Organizations shall dispose of food related trash, as well as to clean any surfaces adversely affected by the serving of refreshments.
- Upon conclusion of an event, the room shall be returned to its previous condition. The applicant shall be financially responsible for all damages to the room, facilities or equipment, including stains or malfunctions due to food related accidents.
- Activities which impede the function of the Library are prohibited.
- Room set-up is the responsibility of the organization. Library staff should not be expected to assist with room configuration activities (e.g., setting up tables and chairs)
- While every attempt will be made to respect the privacy of the organization, Library staff must have access to the room at all times.

The City of Bonner Springs, the Bonner Springs City Library, its staff, board of trustees, or agents shall bear no responsibility whatsoever for damage or personal injury to any member, affiliated person, guest, invitee, or licensee of the organization, its members, affiliated person, guests, invitees, or licensees, unless such damage shall be the result of the gross negligence or willful misconduct of an agent or employee of the City or Library.

Non-Compliance With This Policy

Failure to comply with the Meeting Room use policies or rules may result in immediate removal from the room and Library, denial of future use of the Meeting Room and other Library facilities, and/or financial liability for damages due to such non-compliance. . .

Equipment

The Library may have various equipment and furnishings available for use in the Meeting Room. If specific furnishings or equipment are required for a meeting, those items should be requested (and documented) at the time of application. The Library staff may or may not be available to help with any equipment troubleshooting.

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 due to inclement weather or other unforeseen circumstance. An attempt will be made to contact organizations whose reservations may be affected. However, it is the group's responsibility to ascertain that the Library has closed in these situations, and it is the organization's responsibility to notify potential meeting attendees.

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

Approved by the Bonner Springs City Library Board of Trustees June 9, 2009.

Bonner Springs City Library - Meeting Room Reservation Application

Name of Organization _____ Contact Person _____

Address of Contact Person _____
City State Zip

Home Number _____ Cell Number _____ E-Mail _____

Event Description: _____

Date Requested _____ Anticipated attendance _____ Start time* _____ End time* _____

** Events must begin, adjourn and all clean-up must be completed during the library's scheduled hours of operation.*

Will there be food/beverages? Yes _____ No _____ (The Library provides NO table service.)

Library furnishings/equipment requested _____
(Attach a list of available equipment)

Will additional equipment not belonging to the library be used? Yes No

If yes, briefly explain. _____

The undersigned agrees that he/she:

(1) has received a copy of the Bonner Springs City Library Meeting Room Use Policy and agrees to abide by and enforce those regulations in accordance with the stated policy; (2) to be responsible for payment of any clean-up/repair charges assessed by the Library in cases of unusual wear and tear on the room, facilities, furniture or equipment; and (3) will indemnify and hold harmless the City of Bonner Springs, the Bonner Springs City Library, its staff, board of trustees or agents harmless from any and all claims, expenses and damages, including attorney fees, which may arise out of the applicant's or group's use of the meeting room, grounds, facilities, and equipment. The undersigned further represents that he or she is fully authorized to enter into this agreement for and on the behalf of said group or organization.

Applicants who do not have a current Bonner Springs Library Card must provide a valid Driver's License or other photo identification at the time of application. Reservations are not final until the application is approved by designated library personnel.

Signature of applicant _____ Date _____

Library Use Only

Application approved. _____ Application denied. _____ Contact person notified. Date _____

Reason for denial _____

Equipment confirmed _____

Comments: _____

Authorized Signature _____ Date _____

MEETING ROOM CHECKLIST

PRE-EVENT WALKTHROUGH

Were facilities and equipment in good order *before* the event?

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Counter/Sink | <input type="checkbox"/> Coffee pot |
| <input type="checkbox"/> Tables | <input type="checkbox"/> DVD player |
| <input type="checkbox"/> Chairs | |

Exceptions noted:

Accepted (Please Initial):

_____ Library Staff _____ Contact Person

POST-EVENT WALKTHROUGH

Were facilities and equipment in good order *after* the event?

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Walls | <input type="checkbox"/> Projector |
| <input type="checkbox"/> Carpet | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Counter/Sink | <input type="checkbox"/> Coffee pot |
| <input type="checkbox"/> Tables | <input type="checkbox"/> DVD player |
| <input type="checkbox"/> Chairs | |

Describe Condition of Damaged Property, if any:

Exceptions noted: _____

Accepted (Please Initial):

_____ Library Staff _____ Contact Person