

## 10. Meeting Room:

a. The CCPL meeting room is available for use by local government, non-profit groups, individuals and businesses for informational, educational, charitable, or cultural meetings and programs when not needed for library purposes.

CCPL reserves the right to: refuse to book meeting room space and/or revoke permission to use the meeting room, to any group, organization or individual who violates or refuses to comply with the rules and regulations established for use of the CCPL meeting room.

Any group denied use of the meeting room may appeal within ten days of denial, in writing, to the Board of Trustees, which will decide the matter at their next regularly scheduled meeting.

CCPL reserves the right to cancel or change a reservation due to events sponsored or co-sponsored by the Library or City of Central City.

b. **There will be no charge, for non-profit organizations that use the meeting room for no more than 6 meetings in a calendar year.** *However, if serving refreshments, a refundable \$25 deposit will be required (please refer to item #3).* Any non-profit group exceeding the 6 times per year, will be charged the same fee as for-profit groups for each additional meeting surpassing this 6 count figure.

**There will be no charge for the following types of entities who use the meeting room:** Government agencies (e.g. Central Nebraska Community Services); City of Central City departments; Merrick County departments; and educational institutions (e.g. Central Community College).

A commercial entity or professional practitioner may use the library meeting room to provide an educational/instructional program open to the general public. Examples of this type of program include: gardening classes, classes for new/expectant mothers, craft classes taught by a local business owner, etc. During such a program, no attempt may be made to sell a specific product or service offered by the entity or practitioner or any other commercial interest. Therefore, the individual or entity offering the program may not hand out business cards or brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers etc.) from the program participants, either as part of a pre-registration process or during the program itself. This type of educational program is a benefit to the general public, and as such, will be eligible to have the meeting room fee waived for the program.

**For non-profit workshops or educational/instructional programs, a fee, not to exceed the costs of materials used at the session, may be charged** (e.g. Driver's Safety Course). Materials' charge does not authorize a group to pay an instructor or speaker through attendance, admission or speakers' fees or to ask for

donations to cover organizational expenses.

However, if serving refreshments, a refundable \$25 deposit will be required (please refer to item #3). This deposit applies to all of the above groups, for which the fee is waived.

c. **Commercial or for-profit organizations, private individuals or private groups will be charged the following fees, per day, according to length of meeting: 0-4 hours =\$20 4+ hours = \$40** (examples that would fall into this category: district business meeting, child's birthday party, baby shower).

d. A key to the outside south entrance will be provided to the responsible party, if the beginning or ending times of the meeting take place before or after library hours. This key needs to be obtained from the front desk during operating hours. Immediately following the meeting, the key must be returned to the City Hall drop box (located next to the entrance to the city building).

e. **If serving refreshments, there will be a \$25 deposit collected for the use of the room (this applies to both non-profit and for-profit users).\*\*** This deposit will be refunded when the room key has been returned and the room has been inspected and is found to be clean and back to original condition. This deposit may be picked up the next day following the event. The purpose of this deposit is to help cover any damages to the facility.

f. The group booking the meeting is responsible for the replacement of lost or damaged equipment, furnishings, carpet, etc. The group is also responsible for the setting up and putting away, of the tables, chairs, etc. used for the meeting. Before leaving, the group sponsor must clean up anything that could not be reasonably attributed to normal use – this may include such things as excessive debris on the carpet (vacuum cleaner located in closet in the meeting room) or trash accumulated during meeting. All lights must be turned off, bathrooms checked, and the side door locked following an after-hours meeting.

g. Only light refreshments and snacks may be served. Smoking and alcoholic beverages are not permitted in the library. Nothing may be taped, hung or stapled to the walls or woodwork. No organization may store equipment, literature, etc. at the library for meeting room use. Meeting room furnishings and equipment may not be removed from the library.

h. Meetings may be booked up to one year in advance and will be honored unless they conflict with library functions, programs, or activities. Library sponsored programs and activities as well as meetings of the Library Board of Trustees will have scheduling priority. The remaining time is open on a first-come, first-served basis. Meetings will be scheduled for specific dates and times. Booking should allow time for both preparation and cleanup of the room by the group using it.

- i. Wireless internet access is available. Upon request, the library will furnish available audio-visual equipment for use in the meeting room.
- j. The Library is not responsible for loss or damage of equipment, supplies, materials or any personal property owned by those sponsoring or attending meetings at the Library.
- k. Before leaving, the group sponsor must clean up anything that could not be reasonably attributed to normal use – this may include such things as excessive debris on the carpet (vacuum cleaner located in closet in the meeting room) or trash accumulated during meeting. All lights must be turned off, bathrooms checked, and the side door locked following an after-hours meeting.
- l. The Library is not to be considered the sponsor, the host, or the endorser or in any other way associated with any organization using the meeting room. To establish the fact that CCPL, the Library Board of Trustees, or the City of Central City is not sponsoring the event, all publicity which uses the name/address of the library must include the statement “Sponsored by (the name of the organization).”
- m. If the Library closes due to unforeseen non-weather emergencies, the library will attempt to notify the organization’s contact person listed on the meeting room reservation. During inclement weather the organization’s contact person should check broadcasts on local media stations to determine whether the library is open. Informing participants of the cancellation is not the responsibility of the Library.
- n. Meeting room users must adhere to the Library’s rules of conduct. Inappropriate behavior will result in consequences outlined in the Library’s “Policy on Acceptable Behavior.” Copies of the policy are available from staff upon request and may also be found on our website at:  
<http://libraries.ne.gov/centralcity/>
- o. Political campaigning on library property will not be allowed, though the meeting room may be used for general political purposes including information sharing, organizational meetings, or community forums.
- p. Youth groups must be accompanied by a responsible adult at all times.
- q. In addition to the above regulations, otherwise eligible groups may from time-to-time be denied use of meeting rooms, if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking places for library customers, noise level of the group, food odors, unsupervised children, etc.
- r. See Appendix E for “Use of CCPL Meeting Room” form.