

PLAINVIEW PUBLIC LIBRARY MEETING ROOM POLICY

The Library has one large meeting room that can be turned into two meeting rooms that are available to the public to reserve to support the community's need for a gathering place and lifelong learning.

The meeting room(s) are located on the south side of the building, is suitable for programs, events and meetings for groups up to a seated capacity of 88 persons at tables or up to 189 people in chairs. Meeting room A has an interactive whiteboard and projector and Meeting Room B has a smart TV, and floor outlets in both rooms making it suitable for a wide variety of meetings, programs, events and audiovisual presentations. There is a kitchenette with microwave, coffee pot and refrigerator/freezer. Public restrooms, and 2 drinking fountains, are located in the hallway just outside the meeting rooms.

Request for reservation of the meeting rooms should be made at the library, email or by phone. An application form must be completed before scheduling is confirmed. Requests are handled on a first come, first served basis. A reservation should be scheduled at least three days before the meeting/event date and may not be booked more than six months in advance. For meetings to be held after library hours, arrangements must be made for picking up the key before the meeting/event and turning it in after the meeting/event.

Meeting Room Fees: The use of meeting rooms is free of charge to non-profit civic, social, cultural, educational, and government organizations, as long as the meetings or programs they hold are open to the public, are free of charge, and are not held with the intention of generating revenue.

A refundable deposit of \$25 is required for all groups. This deposit will be returned within 24 hours, once it has been determined that the meeting room has been left in good condition by the checklist.

The fee assessed for for-profit groups, personal use or businesses is \$50.00 and there will be a \$15 charge to use the kitchenette.

Donations to the library's wish list fund are accepted with gratitude.

Applicants must be at least 21 years of age.

Payment must be made at the time of reservation or at least a week before the event.

Rules for use:

- Permission from the Library Director for use of the Meeting Room must be obtained before the room may be used. When permission is given, the reservation of the room for the indicated time, including the name of the group and the responsible contact person and phone number, along with information on the chairs, tables, and any Library audiovisual equipment needed, is to be entered in the scheduling calendar.
- The Library does not assume responsibility for setting up any furniture or equipment, for a fee of twenty five dollars (\$25), renter may request that library personnel set up/take down tables and chairs.

- Preparation of the room for the meeting and clean-up following the meeting are the responsibilities of the group requesting use of the room. The group will also be responsible for any damage to Library property.
- Groups under 18 years of age must be accompanied by at least one adult per every fifteen participants, unless it is a library-sponsored program.
- Group members are responsible for the supervision of their children while using the meeting room.
- Alcoholic beverages, controlled substances, drugs, tobacco products, hazardous materials, explosives, weapons, and firearms are not allowed.
- Only assistance animals are allowed, unless involved in a library-sponsored program.
- Illegal activities will not be allowed anywhere on library property.
- Posters, press releases, and other publicity for any activity in the Meeting Room other than official Library or City activities must not in any way imply sponsorship of the activity by either the Library or City of Plainview.
- The Library and The City of Plainview assume no responsibility for property or personal belongings of any kind brought into the Library building by any person or group making use of the Library's facilities or attending any function at the Library. The Library and the City of Plainview are not responsible for accidents, lost articles, or personal injury.
- The meeting rooms are available for use without regard to race, religion, age, color, national origin, gender or physical challenges.
- Decorations, exhibits, outside equipment, handouts, etc. used at a program or meeting must be removed promptly and before the next scheduled use of the facility. Decorations must be kept to a minimum, and the Library Director's permission obtained before any equipment or furniture not belonging to the Library may be used.
- Responsibility for any damage to the facility and its furniture, equipment, and other contents rests with the person(s)/organization using the facility. The charge will be based on replacement or repair value and the deposit will not be returned.
- You are welcome to use the kitchenette for a \$15 charge. Please provide your own cups, napkins, plates, coffee, etc. Refreshments may be served and shall be provided by the group provided that all evidence of food is removed from the premises before leaving, the kitchenette is cleaned, and all trash is properly bagged and discarded.
- The facility must be left in a neat and orderly condition. If not, a custodial fee for the cost of the clean-up and not less than \$50.00 will be charged, and notice given that a second offense will result in being denied future use of the facility.
- The Library Director may deny use of the facility, including stopping an activity in progress, to anyone violating these rules or behaving in a disorderly, disruptive, or offensive way.
- Use of the facility does not include a right to use the Library's phone to either make or receive calls or messages. The Library staff will not take messages or call people to the phone.
- Please report any problems to the Library Director at 402-582-4507 during library open hours or after hours at 402-640-4553.

USE OF THE MEETING ROOM(S) & KITCHENETTE

Room Set-up: There are (12) 60"x30" rectangle tables and (6) 60" round tables and chairs are located in the storage room in the southeast corner of the meeting room, if they are not out already. Please handle the chair carts with care to prevent damage to the doors and walls.

Lights/Power: There are separate panels of light switches located on the north and south walls which control the lights. If you need to shut off the lights please remember to turn them back on before you leave. **The lights are on sensors so they will go off after a few minutes so no need to shut off the lights when you leave.** Outlets are located along the walls throughout the room, along with floor outlet panels to in the middle of the room.

Decorations: PLEASE DO NOT USE TAPE, NAILS OR PINS ON THE WALL OR CUPBOARDS. It is the responsibility of the renting group to remove all decorations and displays used for their function.

Equipment: Use of the presentation cart, microphone, whiteboard, smart TV, and projector is available upon request. Renters should make arrangements prior to the function for care and use of the projector, whiteboard and smart TV.

Kitchen: Pre-prepared food and beverages are allowed. Wine/Champagne is only allowed if pre-approved by the Library Board and the Director and the group has a liquor license. The renter shall have access to the kitchenette from the meeting room for storage and light prep work, and may also have use of the refrigerator/freezer, and other kitchen equipment, linens and utensils. There are trash cans in the kitchen marked accordingly, along with a garbage disposal for most food waste. Please be sure that the kitchen is clean and in proper order when you leave. If needed, trash bags should be tied off and left in the cans, or set inside by the back door for library/city personnel to dispose of. Leave any dish towels and cloths in the sink or on the counter for us to collect.

The Plainview Public Library, the City of Plainview, nor members under the employ of said organizations bear no responsibility or liability for personal injury sustained by members, guests or invitees of the individual or organization renting the meeting room for any use, nor the responsibility of lost or stolen property. The Plainview Public Library, The City of Plainview, nor its staff or employees bears no responsibility or liability for including any event where the distribution or consumption of wine/champagne beverages. The renter or renting group assumes responsibility, financial or otherwise, for any damages to the meeting room or equipment incurred while in use for the scheduled function.

No group or organization using the meeting room shall discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability status in providing use of the meeting room.

Plainview Public Library Meeting Room Checklist

We rely on each group using the meeting room to leave the room in good condition. It is your responsibility to leave the room ready for the next group. Please make sure each of the following items have been checked off before returning this form to the Library staff. One of the Library Staff will check the checklist for condition of the meeting room before the deposit is returned.

Thank you for your cooperation.

- _____ Trash and waste are cleared and disposed of in the trash can(s)
- _____ Tables and chairs are wiped off and/or table cloths removed
- _____ The carpet has been vacuumed (vacuum located in storage room) - for spot cleaning use a wet rag and rinse out and blot the spill and use a dry cloth and blot dry
- _____ Tables and chairs are returned to their original location (if renting group is responsible)
- _____ Decorations and displays are removed
- _____ Kitchen equipment/utensils are cleaned and returned to their location
- _____ Wash coffee pot if used
- _____ Kitchen counter is cleaned, sink is wiped clean and dried
- _____ Kitchen floor is clean - sweep it and if there is a spill use a cloth and blot dry
- _____ Food/beverage items are removed from refrigerator
- _____ If whiteboard, projector or smart TV is used make sure it is turned off
- _____ Check restrooms – toilets are flushed and not running
- _____ Doors are locked, check doors from the outside upon leaving to be sure they are locked

Thank you for choosing the Plainview Public Library meeting room to hold your function. Please let me know if there were any issues or concerns, or if you wish to plan any future functions.

By signing this form you acknowledge that you have checked off all of the checklist above.

Signature of responsible party: _____

Group name: _____ Date: _____ Time: _____

Contact Person: _____ Phone # _____

in attendance (for our reports) _____ Deposit Returned if applicable: _____

Library Staff signature: _____

Librarian Notes:

PLAINVIEW PUBLIC LIBRARY MEETING ROOM CONTRACT

Name of Organization _____

Contact Person _____

Phone (work) _____ (home) _____

Date(s) requested _____

Time(s) requested: a. set-up _____ b. meeting start time _____ c. meeting end time _____

Title/purpose of meeting _____

Expected attendance _____

Room requested: Meeting Room A (capacity 44) _____ Meeting Room B (capacity 44) _____

Meeting Room A & B (capacity 88 with tables and chairs & 189 with just chairs) _____

I have read the Plainview Public Library meeting room policy and agree to comply with it.

RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

(Organization name) _____ agrees to release, hold harmless Plainview Public Library (the "Premises") and indemnify the City of Plainview, Nebraska, and its officers, officials, employees, agents, board members, and volunteers, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys' fees arising out of or resulting from the (1.) the conduct or use of the Premises by the undersigned or the undersigned's organization or group, (2.) any act, omission, or negligence of the undersigned or the undersigned's organization or group, or the partners, directors, officers, agents, employees and other users and invitees of the undersigned or the undersigned's organization or group, and (3.) any accident, injury or damage whatsoever occurring in or at the Premises while the undersigned or the undersigned's organization or group is using the facilities

Dated this _____ day of _____, 20_____.

Library staff _____

By: _____
(signature)

Your title: _____