

RISING CITY COMMUNITY LIBRARY MEETING ROOM USE POLICIES

The Rising City Community Library (RCCL) welcomes the public use of its meeting facilities in keeping with the library's vision of creating opportunities to engage, connect and discover. Our meeting room is primarily for use by the library to present library-sponsored events. When not in use by the library, the meeting room is available for use by the community. RCCL needs may preempt any other scheduled event.

The intent of this policy is to establish guidelines and procedures for the use of the Rising City Community Library meeting room. The responsibility for implementing this policy and for scheduling meeting rooms rests with the Rising City Community Library Board of Directors. The Rising City Community Library Board of Directors retain final authority for approving requests to use the meeting rooms. Questions which are not covered in this policy should be addressed to the Rising City Community Library at (402) 954-0270.

Use of the meeting room does not constitute a Rising City Community Library endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.

Utilization of the meeting room must be in full compliance with all local, state and federal laws.

RESERVATIONS & APPLICATION PROCEDURES

1. Reservations are required to use the community meeting room.
2. An application must be completed to make a reservation.
3. The applicant reserving a room (point of contact for group reservation) must be at least 19 years old. The applicant, as well as the membership of the group, will be held responsible for all damage that may occur as a result of the use of the facilities.
4. A valid Rising City Community Library card, in good standing, is needed by the applicant to secure a reservation. If the applicant does not yet have a Rising City Community Library card, one will be issued to the applicant.
5. Requests will be honored on a first-come, first-served basis.
6. The room reservation should allow for setup time and cleanup.
7. Local non-profit applicants will be exempt from paying a rental fee. *Donations are always welcomed and appreciated.*
8. The rental fee for private/for profit applicants is due one week prior to the date of the event. If the fee is not received, the reservation may be released without prior notification. A damage/cleaning refundable deposit of \$50 is required before the date of the applicant's event.
9. Application forms need to be submitted as far in advance as possible. Reservations cannot be made more than one year in advance. Meetings with less than a 72-hour notice may not be possible and last-minute reservations will be decided on a case-by-case basis based on staff availability to open and close the library.
10. To provide an opportunity for new applicants to use the meeting rooms, an applicant meeting on a repetitive basis cannot reserve meeting rooms more than a year in advance.
11. Confirmation or denial of applications will be done by e-mail or phone.
12. If your event is scheduled outside of library hours, the Rising City Community

Library will open the facility and will go over instructions on how to lock the facility with the applicant.

Library Hours

Monday	CLOSED
Tuesday	9:00 AM - 1:00 PM
Wednesday	CLOSED
Thursday	3:00 - 6:00 PM
Friday	CLOSED
Saturday	9:00 AM - Noon

CANCELLATIONS

If it is necessary to cancel a reservation, the Rising City Community Library must be notified as soon as possible at (402) 954-0270.

USE & CARE OF FACILITIES

1. The meeting room is to be left as it is found, including arrangement of furniture, etc. This includes cleaning, vacuuming, emptying trash, wiping down tables, chairs, counters, sinks, floors, glass, etc. Basic cleaning supplies and a cleaning checklist will be provided.
2. An applicant using the community meeting room shall be responsible for any damage to the room or its contents, including any audiovisual equipment.
3. Permission to use the meeting room may be withheld from an applicant damaging the room, carpet, equipment, or furniture; causing a disturbance, or any other failure to comply with the rules and regulations.
4. A charge will be assessed for any special cleaning or repairs made necessary due to damage by the applicant.
5. Equipment, supplies, or personal effects cannot be stored or left in the library meeting room before or after use. Neither the library nor its employees shall assume responsibility for any property of an applicant. At the end of each meeting, all the applicant's property must be removed from the meeting room.
6. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment.
7. The applicant is responsible for any special arrangement or rearrangement of furniture. Library staff will not aid in furniture or equipment arrangement. Any special table or seating arrangements shall be the responsibility of the applicant.
8. Attendance at meetings must be limited to the capacity of the individual meeting room.
9. Clear access to exits must be maintained within the room's seating arrangements.
10. Smoking, open flames, burning incense, and lit candles are prohibited.
11. An applicant's activities involving more than normal wear and tear on rooms are NOT permitted.
12. Dishes and kitchen utensils must be furnished by the applicant.
13. The kitchen and bathrooms must be left clean and in good order.
14. **PLEASE DO NOT SIT ON THE TABLES OR FRONT WINDOW AREA.**

OTHER CONSIDERATIONS

1. In addition to the above regulations, an applicant may from time to time be denied use of the meeting room if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to insufficient parking place for library customers, noise level of the group, food odors, unsupervised children, etc.
2. An applicant who repeatedly cancels without proper notice or fails to use a reserved meeting room may lose their meeting room privileges.
3. Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with library-sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.
4. The library reserves the right to revoke permission to use the meeting room to any applicant who violates or refuses to comply with the rules and regulations established for use of the meeting rooms.
5. The library will not take individual reservations for any meeting or event scheduled. It is up to the applicant /event coordinator to stay within the building's capacity and take responsibility for who is attending these events.
6. Event promotion is the responsibility of the applicant. Rising City Community Library will not promote events for applicants. Applicants can ask the Rising City Community Library to place a promotional poster in the window or a .gif/.jpg file on the Rising City Community Library Facebook page, but the advertising must indicate that the Rising City Community Library is not sponsoring the event.

Room	Capacity	Amenities	Rental Fees (Waived for library, or village/township sponsored activities and nonprofit groups)
A	Meeting/tables & chairs	Kitchen Use	Free-Will Offering 8 hour maximum
Checks should be made payable to Rising City Community Library			

Applicant Name Printed: _____

Applicant Signature: _____

Contact # _____ Email: _____

Date: _____

Approved by the Rising City Community Library Board of Directors

Name: _____

Date Approved: _____