

## **Public Meeting Room Policy**

The Library's meeting rooms are made available to the public to support the community's need for gathering space and lifelong learning. The Library does not endorse any political or religious group; it is providing a meeting space for community activities.

### **Description of Rooms**

**Study Room** – small study room in the Northwest area inside the Library. It contains 1 table, 4 chairs and electrical outlets. It is suitable for small groups; only available during Library open hours.

**Nebraska Room** – conference room in the Northeast area inside the Library. It contains 2 tables, 6 chairs, outlets, microfilm equipment, and the Library's printed Nebraska and Genealogy Collections. It is suitable for small groups; only available during Library open hours.

**Brokenicky Room** – smaller meeting room to the East of the front entrance. It contains portable tables & chairs, movable white board, wall-mounted TV with Wi-Fi projector capability. It is suitable for programs, classes, or meetings; with seating for up to 24.

**Cargill Room** - larger meeting room to the West of the front entrance. It contains portable tables & chairs, wall-mounted TV with Wi-Fi projector capability, TV/DVD player, refrigerator, and sink. It is suitable for programs, classes, or meetings; with seating for up to 60.

### **Scheduling of Meeting Rooms**

Library-sponsored events and meetings of the City of Schuyler have first priority. When not reserved for Library use, the rooms are available on a first-come, first-served basis. Preference will be given to public meetings (civic, cultural, recreational, or educational) which are non-profit in nature. For-profit meetings must be for educational or training purposes. No sales or customer recruitment may take place. Final decision on the usage of the rooms is at the discretion of the Library Board of Trustees.

Use of the **Study Room and Nebraska Room** is limited to hours when the Library is open, due to their location inside the Library.

The **Brokenicky and Cargill meeting rooms** may be reserved for times outside of the Library's open hours, but a cash deposit and a written reservation form are needed before keys are issued. Reservation forms should be submitted three days before event and include responsible party's name, phone number, purpose of the gathering, and group affiliation, if applicable. The cash deposit amounts are \$100 for the larger Cargill Room and \$50 for the smaller Brokenicky Room. This is for re-keying the locks and professional clean-up, if needed. The cash deposit will be refunded to the responsible party upon the return of keys within 48 hours. If the event takes place within Library operational hours and keys are not necessary, no cash deposit is necessary, but clean-up, garbage removal, and room furnishing reset need to be finished ½ hour before closing time.

### **Usage of Meeting Rooms**

- No alcoholic beverages, admission fees, open flames, recruitment, or sale of products (other than book sales) are allowed in any of the Library's meeting rooms.
- Permission must be obtained from Library staff before sticking anything on the walls or bringing in any other equipment or furnishings.
- It is the responsibility of the group using the room to return tables and chairs to their original positions, as well as cleaning up the meeting room and bathrooms afterwards.
- Garbage needs to be taken out after event. If the amount of garbage does not fit into the Library's dumpster, you must take your garbage away with you.
- People using the meeting rooms are responsible for any damage to the facility, furnishings, equipment, or other contents. Please report any damage to Library staff.

- The Library and the City of Schuyler assume no responsibility for lost or stolen personal property or personal injury.
- The Library reserves the right to deny use, including stopping an activity in progress, to anyone behaving in a disorderly, disruptive, or disrespectful way.
- Food and drinks are not allowed inside the main area of the Library, but are allowed in the Brokenicky and Cargill Rooms. Please use common sense caution to avoid spills and messes.
- If a meeting room is being used during Library's open hours, event should be finished ½ hour prior to closing, to allow time for clean-up before doors are closed.

## Meeting Room Reservation Form

Date:

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Name:

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Date/Time of Event:

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Room: Brokenicky (smaller room) - \$50.00 cash deposit

Cargill (larger room) - \$100.00 cash deposit

Phone number & email:

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Event:

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Group Affiliation:

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I have read the Meeting Room Policy and agree that the planned activity will meet all guidelines. Cash deposit will be refunded upon return of keys to the library staff.

Responsible party signature:

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Library staff signature:

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Date of deposit refund:

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Responsible party and Library staff initials:

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(Photocopy this form for responsible party)