

BUTLER AREA PUBLIC



information education possibilities

## **Butler Area Public Library Meeting Room Use Policy**

Butler Area Public Library provides meeting and program space for library programs as well as for other meetings and programs of an informational, educational, cultural, and civic nature.

Granting permission of the Butler Area Public Library meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by Butler Area Public Library.

### **The following types of events are **NOT** permitted in the meeting rooms:**

- Meetings of any group or organization that is soliciting business, trying to make a profit or fundraising.
- Political events, political rallies or any petition signing event with political overtones. The Butler Area Public Library is a politically neutral entity and must remain so to ensure public and governmental funding.

### **I. Availability and Application for Use**

- A. Meeting rooms in the library are available for use during days and hours that the building is open.
- B. All individuals and groups wishing to use the rooms must read and agree to the Meeting Room Use Policy and complete an application for use.
- C. Applications will be accepted on a first-come, first-served basis, however, priority for use of the rooms will be given Butler Area Public Library programs and meetings.
- D. Use of the rooms by groups and individuals shall be at the discretion of Butler Area Public Library that have successfully completed the application process (see section VI).
- E. An application cannot be submitted more than 6 months in advance.

- F. Butler Area Public Library reserves the right to cancel a room reservation at any time and for any reason.
- G. Butler Area Public Library reserves the right to relocate a group or individual to another, appropriate room within the building should the need arise.

## II. General Use

- A. Groups will be allowed into the room 15 minutes prior to the start of an event for setup; and will be allowed 15 minutes following an event for cleanup.
- B. Groups will assume responsibility for setup, cleanup, and any damage to property. Cleanup is to include making sure all refuse is deposited in provided trash receptacles.
- C. Groups will report any damage to a staff member and are responsible for damage costs. Damage may also result in denial of future use of the space.
- D. Library staff must have access to the room at all times.
- E. Emergencies should be reported to a staff member immediately.
- F. Light refreshments may be served, but cooking is not permitted. Groups must supply their own paper products to accommodate any food/drink that is served.
- G. Furnishings may not be moved from the public service area to the meeting room. No additional furniture, other than what is in the meeting space, may be used without approval.
- H. Use of meeting room projectors and screens are available. The library can provide access to a television, laptop, and extension cord; these must be requested in the application for use of the space. There is no guarantee that the meeting room equipment will function properly and groups are strongly encouraged to have a backup plan in the event of a technological malfunction.

## III. Restrictions

- A. There is no smoking.
- B. Gambling is prohibited in the building and on the grounds.
- C. Nothing may be affixed to the walls or ceiling.
- D. Groups may not store meeting materials or equipment in the meeting rooms prior to, or after, the agreed upon meeting time.
- E. Butler Area Public Library will not be held responsible for the loss or theft of any personal property.

- F. Loud noise and/or music that is disruptive to building operations will not be permitted.
- G. Providing false or misleading information on the application, or the violation of any of the above rules or regulations will subject the applicant and group to immediate removal from the facility; said persons or entities may, at the discretion of the Library Board, be banned from further use of the meeting rooms.

IV. Cancellations

- A. Groups and individuals are requested to call and make cancellations no later than 24 hours of the agreed upon meeting time.

V. Rooms

Room	Max Capacity
Basement - Meeting Room	100
1st Floor - Sun Room	12
2nd Floor - Tutoring Room	4

VI. Steps for application

- A. Contact the library Director to determine suitability and timing of the event. If this step is not undertaken, the event will NOT be scheduled.
- B. The form must be completed and submitted to the library director AFTER the conversation for suitability has been conducted. If this step is not undertaken, the event will NOT be scheduled.
- C. If the event is deemed suitable by the library director, promotional material must be reviewed by the library director AT LEAST 2 weeks prior to the event taking place. If certain promotional materials are deemed to be unsuitable, then the event can be cancelled, unless adjustments to the materials are made.
- D. Use of Butler Area Public Library logos on materials promoting events held in meeting rooms is strictly prohibited. Additionally, mailings may not use Butler Area Public Library as the return address. Otherwise, the event will be cancelled.