

## Meeting Room Use Policy

- **ELIGIBILITY**

Responsible applicant must be at least 18 years of age or older. Applicant takes full responsibility for the use of the BPL facilities according to the Application Form.

Library events take priority in room use.

BPL rooms may be authorized for use by nonprofit community organizations whose purpose is to benefit the community, and other individuals or entities upon approval. In the event of a conflict, non-profit organizations will take priority. All Applicants are subject to fees as specified in the next section.

A minimum of 24 hours' notice and maximum 3 months' notice for an application is recommended. The BPL will **not** remind you of your reservation. Recurring reservations may reserve up to 3 months. After 3-months BPL will reminder from BPL to renew the reservation is recommended but not required. If your event is recorded as a "no show," access to the facility may be limited in the future.

To make the facility available for the greatest number of individual users, no regular recurring meetings will be permitted. Exceptions may be made with Library Staff approval based upon availability.

BPL reserves the right to cancel a reservation at any time for any reason by notifying the applicant. Severe weather or other local emergencies may necessitate immediate cancellation.

- **FEES and DEPOSITS:**

Non-profits may use the rooms at no cost. For-profit businesses will be assessed a fee of \$25 per reservation. Any after-hours personal events (such as birthday parties) will be assessed a \$25 fee. A \$10 deposit may be required if the kitchen or \$50 for AV equipment that will be used. No food or drinks are allowed in carpeted rooms unless approved by staff. After the use of the BPL facilities during the business day, a BPL employee must inspect the premises.

If the policy is found to be broken in any way a 6 month suspension will be in effect for the group.

If any A/V equipment is needed, applicants must come in for instruction prior to room use.

**All applicants must complete the application form and provide any requested identification.**

As an example, if a Davis County resident owns a for-profit business and proposes to use the BPL for employee training during a BPL business day, then there would be no user fee. However, if the same member proposes to use the BPL to make a sales presentation to potential customers or charge a fee for admission then the user fee is \$50 for three (3) hours.

**Reservations are not considered set until this application form is signed, returned and fees are paid, if applicable, and the application is approved by BPL.**

- **RESTRICTIONS:**

Tobacco or tobacco products and gambling are strictly prohibited on the premises. Alcohol is prohibited on the premises. Possession or use of alcoholic beverages, illicit drugs, or any illegal substances is prohibited. Persons under the influence thereof will not be allowed on the premises. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted. Violations of any of the foregoing conditions will be the basis for refusal of use of these facilities.

Animals are prohibited except for service animals aiding the handicapped.

No decorations of any kind are to be attached to the walls, doors, door trim, windows or ceiling. No tape, tack pins or nails are allowed on the walls of the BPL. The use of candles is prohibited. All decorating and/or room set up time is to be included in event time on application

The maximum capacity of the Community Room is 45, the Classroom is 29, with tables and chairs, and the Conference Room is 9.

The meeting room must be vacated by 11:00p.m.

Applicant or any other party shall not conduct any unlawful business on the premises.

Parking is limited to on street parking.

- **RESPONSIBILITIES:**

Noise in the BPL shall be maintained at levels that allow surrounding business to proceed with normal activities.

The kitchen is for serving only, not for food preparation. Serving utensils not provided.

The BPL main entrance door works using an electronic key fob and the panic bar requires a key. The key access times will be set according to the set up and clean up times noted on your reservation form. The BPL fob and key is to be picked up by 4:30 p.m. the day prior to room use. Following the event, the fob and key shall be left in the key deposit box located inside the foyer near the lower entrance door. If a key is not returned, a charge will be assessed. All other doors will remain closed and locked. Premises are under surveillance.

If an event is taking place outside of regular library business hours, the main entrance doors are NOT to be propped open. Propping doors open can potentially damage the doors and allow people into the building who are not part of scheduled events.

All cleanup (including the kitchen), vacuuming, sweeping and mopping shall take place immediately following use of the facilities. Trash must be removed. Clean trash bags should be placed in all waste receptacles.

The applicant shall turn off the lights and secure the doors upon vacating the premises. If there is any difficulty in doing so, please call Robert VonBon at 641-664-2741/641-242-9224 or Anne Tews at 651-216-0792.

Applicant assumes all responsibility and risk for the care and supervision of children who may attend the event. Children shall remain inside the BPL during the event.

All rooms and equipment must be left in the condition as found. Any lost, damaged, or broken property must be paid for immediately. ( Warning—remote controls for the projectors are extremely expensive.) No AV equipment may leave the premises.

If a scheduled meeting is cancelled, BPL should be notified at once. Failure to do so may result in limited access to the facility in the future.

A coffee maker is available for use, but you must provide your own coffee.

At the conclusion of use, applicants will return all furniture and equipment to the places they were found.

The BPL shall not be responsible for providing safe walking conditions to and from the facility for any events taking place outside regular operating hours. If sidewalk snow removal is required, it will be done by the responsible applicant or group using the facility.

Use of the BPL is at your own risk. The BPL is not responsible for accidents. BPL is not responsible for any articles or items left or misplaced after the use of the facility.

Any guidelines broken or abused will result in limited or denial of access.

GUIDELINES AND RULES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

# MEETING ROOM APPLICATION

Date requested for room use: \_\_\_\_\_

Is this a recurring reservation: \_\_\_\_\_

## Person responsible and contact information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_  
*(Home)* \_\_\_\_\_ *(Cell)* \_\_\_\_\_

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Organization or Group Name: \_\_\_\_\_

### Purpose:

Non Profit  Business  Social  Training  Other: \_\_\_\_\_

### Room Needed:

Community Rm (50-60)  Classroom (35-40)

Sm. Conference Rm (10-12)  Ref. Room (4-6)

Number of Tables/Chairs needed: \_\_\_\_\_ Tables \_\_\_\_\_ Chairs

Kitchenette Use:  Yes  No

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

*(Start and end times includes set-up and tear down time needed)*

Special Equipment/Technology needed: \_\_\_\_\_

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**BY SIGNING BELOW, YOU ACKNOWLEDGE YOU HAVE READ AND ACCEPTED THE  
POLICIES/RULES AND HAVE HAD INSTRUCTION ON KEY/FOB USE.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE CONTACT LIBRARY (641-664-2209) IF MEETING IS CANCELLED.