

Meeting Room Procedures

We hope you enjoy the use of this public facility. To ensure a pleasant experience and lasting facility, please carefully read the following guidelines. Deposits will be held if the guidelines are not followed.

Upon arrival at Kearney Public Library:

- Upon arrival, the check-in representative will check in at the main service desk. You will be asked to leave your cash or check deposit at this time.
- Library personnel will open the meeting room for your group.
- Library personnel will assist you in locating needed equipment (i.e. tables, chairs, etc.).
- Set-up of the space will be done by the user. Rooms will not be available before or after reservation time originally listed. Make sure to reserve enough time to arrange furniture or set up equipment you bring for the meeting.

General:

- All meetings are free and open to the public.
- Keep all exits unlocked at all times. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
- Attendance at meetings may not exceed the maximum number of people certified by the Fire Marwill as the occupancy limit for the room.
- Wireless Internet access is available in all meeting rooms. Projection unit and computers are available for use with advance notice; however, groups may use their own laptops.
- The North Platte and South Platte rooms are equipped with a permanent hearing loop. To utilize the hearing loop a microphone must be used and the t-coil on the hearing aid must be switched on. A portable hearing loop is available for the other meeting rooms upon request.
- The library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using its meeting rooms. Any individual group or organization using the meeting rooms will be held responsible for willful or accidental damage to the library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program.

Prior to departure:

- Upon completion of your meeting, the check-in representative is responsible for returning the room to its original condition and furniture arrangement.
- The meeting space is to be cleaned by the user. General cleaning requirements include: wiping sinks, countertops and tables, vacuuming carpets and depositing of trash in proper receptacles.
- The group's responsibility for the room will be terminated only when they have informed library personnel that they have vacated the room and that it is ready to be secured. At that time, library personnel will check the meeting room to ensure it is reset to its original condition and will return deposit if appropriate.
- The check-in representative must check out at the front desk prior to departure or deposit will be kept for library use.

Cancellation:

- If your meeting is cancelled, please contact the library as soon as possible so we can make the room available to other groups. Future bookings will be cancelled if a group fails to show a total of three times in a given calendar year.
- If the library closes due to unforeseen **non-weather** emergencies, the library will attempt to notify the organization's contact person listed on the meeting room reservation. During inclement weather the organization's contact person should check broadcasts on local media stations to determine whether the library is open. Informing participants of the cancellation is not the responsibility of the library.

(Revised 3/15)