

10. MEETING ROOM

- 10.1. **A copy of the Meeting Room Reservation Form and guidelines is in Appendix A.**
- 10.2. The library meeting rooms are intended for use in support of library programs and services. The primary use of these rooms is for the library staff to present library programs. Library activities have first preference for meeting room use.
- 10.3. The City of Kearney has second preference for meeting room use.
- 10.4. When meeting rooms are not in use for library functions, rooms are designed to meet general, non-commercial, informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, and seminars. Rooms may not be used for commercial, personal, or family purposes, including court ordered visitations. All meetings must be open to the public and in compliance with the Open Meetings Act.
- 10.5. All meetings must be completed 15 minutes before the library closes.
- 10.6. Advance reservations for use of the meeting rooms is made through the library administrative office. Reservations must be made by someone age 18 or older who has a valid KPL card in good standing. That individual must be an official representative of the entity and be able to sign a contract in the entity's name. No single group may have more than two meetings in a one-month period, unless the library is a co-sponsor. Reservations may be made up to six months in advance. Once a reservation is made, the name of the group or individual making the reservation will be listed on the public calendar on the library website.
- 10.7. The check-in representative listed on the application must be available to check in at the library at the time of the meeting. This representative must remain on-site and have a valid KPL card in good standing.
- 10.8. The meeting rooms are available free of charge. However, groups are required to leave a deposit of \$20.00 before the meeting, which will be refunded if the room and equipment are left in good condition and the room is returned to the original furniture arrangement. The deposit will be forfeited, and the group may lose meeting room privileges, if the group does not check out with the staff after the meeting or if they fail to vacate the room on time.
- 10.9. Use of the meeting rooms does not constitute sponsorship or endorsement by the library of the group's policies, views, or beliefs.
- 10.10. Commercial uses of meeting rooms are prohibited, unless the program is sponsored by the library and its affiliated organizations. This includes solicitations, admission or other charges, money-raising activities, and/or sales. Use of the room by lawyers for depositions is also not allowed.
- 10.11. Meetings or programs may not disrupt the use of the library by others. Persons attending the meetings are subject to all library policies. Permission to use library meeting rooms may be withheld from groups that have failed to comply with the

meeting room policy and from any group that damages the room, carpet, equipment, furniture, or causes a disturbance.

- 10.12. All youth meetings must have a sponsor age 18 or older present at all times.
- 10.13. Children age six and younger cannot be left unattended in the library while parents/guardians attend meetings.
- 10.14. Groups using any meeting room are responsible for needed set up, clean up, and advertising. The individual or group reserving the meeting room is responsible for any damage to or loss of library property beyond normal wear. If library property is either damaged or lost, the library director will obtain estimates for the repair of the damage or the cost of replacement of the lost property. The individual or group will be responsible to pay that amount to the library.
- 10.15. Signs or decorations may not be attached to walls and surfaces.
- 10.16. Meals may be brought into the meeting rooms.
- 10.17. Permission to use the rooms includes ordinary use of furniture and sink, including chairs, tables, and projection screen. Wireless internet access is available. Projectors, microphones, computers, and hearing loops are available upon request. Groups may bring their own laptops.