

CAIRO PUBLIC LIBRARY

COMMUNITY ROOM/ MEETING ROOMS USAGE POLICY

Use of the Cairo Public Library's meeting rooms is primarily for programs conducted or sponsored by the Library (hereinafter the "Library"). Meeting rooms are also available for use by others for educational, cultural, recreational or civic purposes and for programs of established and recognized institutions, groups and associations. Authorization to use the Library's meeting room(s) does not constitute an endorsement of the groups' policies or beliefs by the Library. The meeting room(s) shall not be used for private, for-profit, entrepreneurial or commercial purposes; however exceptions may be made at the discretion of the Library Director and the Library Board of Trustees consistent with the Library's mission statement.

A. Application Process

Formal Application for the use of any meeting room is made by submitting to the Library Director an "Application for Use of the Community Room/Meeting Room" form. Such application shall be made at least one (1) month before the requested usage date. The form must be signed by the individual(s) responsible for the meeting. Permission is granted at the discretion of the Library Director. Reconfirmation of the meeting must be made with the Library Director at least one week prior to the meeting date. Change(s) of meeting dates and/or times must also be approved by the Library Director.

The Library Director is to be notified of any cancellation or meeting date changes no later than forty-eight (48) hours prior to the event. Failure to notify the Director may result in the organization not being able to use meeting room space in the future. In anticipation of the numerous community groups, etc., who may want use of the meeting room(s), reservations are taken not more than three (3) months in advance.

B. General Rules of Use

1. Except for a designation of location, the name of the Library may not be used in any publicity relating to use of meeting room(s).
2. Attendance at authorized meetings/ programs, etc., may not exceed the room's maximum capacity designation.
3. Political meetings are acceptable but may not be used for campaign purposes, party caucuses, or meetings closed to the public.

4. Individuals or groups using the community room/meeting room(s) shall secure any required performance licenses and indemnify the Library for any failure to do so.
5. Groups of children or teenagers must be supervised by one adult for every ten children/teens.
6. No cooking or smoking may occur. No alcohol may be served at any time. Food may not be served without the Director's approval. Authorization for use of the kitchen may be granted at the discretion of the Library Director and such request must be made at the time of application.
7. The Community room/meeting room(s) must be left litter free and in the condition in which they were found at the beginning of the program. Tables, chairs and any other equipment/furniture must be returned to the positions and conditions in which they were found.
8. Meetings must be conducted in such a manner so as not to disturb Library operations.
9. Use of any Library owned media equipment, audio/video equipment contained in the Community room must be arranged at the time of the application. The applicant assumes all responsibility for the proper use of such equipment.
10. Library personnel will not move or rearrange any equipment or furniture before, during or after the program/meeting.
11. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants and their guests.
12. The applicant assumes liability for damage to the Library facilities and/or loss of Library property.
13. The Library Director reserves the right to close the Library due to adverse weather conditions and will attempt to notify the applicant using the information on the applicant's form.
14. The applicant assumes responsibility for participant accommodations' compliance in accordance with the Americans with Disabilities Act.
15. The Library Director/Library staff will have access to the Community room/meeting room(s) at all times. The Director/Staff retains the right to monitor meetings conducted on the Library premises to ensure compliance with this policy and other regulatory requirements. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
16. The posting of flyers, notices, posters, hand bills and the like in the Community room/meeting room(s) is prohibited.
17. For programs occurring outside of normal Library hours and with the permission of the Library Director the applicant is responsible for entry into and the secure closing of the Library. Process for receiving and returning the Library key to the Library Director

should be arranged with the Director and shall be consistent with the Cairo Public Library's Key policy. (See application form and Library Key policy #____)

C. Insurance:

For use of the Cairo Public Library Community Room/meeting room(s) the applicant will provide proof of a current Certification of Liability Insurance. The Certification of Liability Insurance must be submitted prior to the use of the meeting room. An applicant unable to supply a current Certification of Liability Insurance will be required to sign a Waiver of Indemnification prior to using the Library meeting room (s).

D. Policy Review:

The Community Room/Meeting room(s) policy is established by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board.

Presented to the Board of Trustees:	August 14, 2012
Review Cycle:	Three (3) months
Library Board of Trustees Approval:	August 21, 2012
Amended by Library Board of Trustees:	August 29, 2012
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