

**NMCPLS MEETING ROOM POLICY**  
**Ralph E. Hazelbaker Library**  
January 2006 Revision

- I. ACCESS:
- A. The room designated as the “meeting room” in the Ralph E. Hazelbaker Library facility may be reserved for use by educational, civic, cultural, and governmental entities.
  - B. All meetings shall be open and free of charge to any person residing in Pipe creek, Duck Creek, Boone, Van Buren and Lafayette townships.
  - C. Library functions take precedence over all other usage.
  - D. Children’s groups are permitted use of the room provided one or more adult sponsors supervise them AT ALL TIMES.
  - E. When adults using meeting room facilities are accompanied by their children, those children should have adult supervision other than library personnel at all times.
- II. RESTRICTIONS:
- A. No more than 35 persons are to occupy the room at any given time.
  - B. This room is not available for any meetings of religious or sectarian groups for the purpose of promoting or advancing the beliefs of their members.
  - C. This room is not available for any meetings or public announcements sponsored by individual candidates for local, state, or federal office.
  - D. This room is not available for the benefit of private individual or commercial concerns.
  - E. Individuals or groups wishing to conduct fund-raising activities for the community or other purposes must receive prior permission from the Director.
  - F. No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
  - G. When permission to meet in the library is given, it does not in any way constitute an endorsement of the group’s policies, beliefs, or activities.
  - H. The library does not accept reservations for a series of meetings that would designate the library as the regular meeting place for any organization. Reservations will be taken no more than 30 days in advance.
  - I. Smoking is prohibited.
  - J. Alcoholic beverages are prohibited.
  - K. The Library director is authorized to deny permission for use of the library meeting room to any group that is disorderly or violates these regulations.

III. RESERVATIONS:

- A. Reservations are made on a first come, first served basis.
- B. Groups should complete the attached Meeting Room Reservations Form, leaving it and a \$10.00 deposit with staff at the front desk.
- C. The library should be notified as soon as possible in the event the group for which the room is reserved cancels a meeting.
- D. The Library reserves the right to cancel reservations for the meeting room at any time. Every effort will be made to give as much notice as possible to the individual(s) listed on the reservation form.

IV. RESPONSIBILITIES:

- A. The building is to be kept locked at all times after regular hours of operation. Therefore, when using the meeting room after the rest of the library is closed, the person signing this agreement will be held responsible for:
  - Getting a key for the exterior entrance not more than 24 hours prior to the meeting.
  - Leaving the key in the book drop upon vacating the facility
  - Making sure all doors and windows are securely shut and locked upon vacating the facility.
- B. The library assumes no liability for any loss or damage arising from the use of the meeting room by the applicant, affiliated group members and guests.
- C. Groups are responsible for providing all supplies necessary to conduct planned activities.
- D. Library facilities included meeting room, tables, chairs, and access to kitchen and restroom. Facilities must be left in the same condition in which they were found or deposit will be forfeited. Attached is a checklist for users. Please make sure all items on the checklist have been reviewed. This is the same checklist that will be used by library staff members to inspect the meeting room after each usage.
- E. Any damage should be reported promptly. Damages or charges in excess of the amount of the deposit will be billed to the person who signed the reservation form. Notification of the damage and charges will be given to user within three working days. Compensation at replacement cost, labor cost, or both must be made within 30 days. The full amount must be paid before another request will be granted for the affiliated group.
- F. Deposit must be retrieved within 10 business days following use of the meeting room, or it will be considered a donation to the library. Deposit will be released only to the person who signed the original reservation form.
- G. Equipment available for use is as follows:
  - Overhead projector
  - Television
  - VCR and DVD player

# NMCPLS MEETING ROOM RESERVATION FORM

\_\_\_\_\_ request permission to use the  
(Print name of person signing agreement)  
**meeting room of the Ralph E. Hazelbaker Library on**  
\_\_\_\_\_ **from** \_\_\_\_\_ **in accordance with**  
(Date) (Time, i.e. 9 a.m.-11 a.m.)  
**the rules and regulations set forth by the North Madison**  
**County Public Library System Board of Trustees.**

\_\_\_\_\_ agrees to honor  
(Signature)  
**all the rules and regulations governing the use of the Ralph E.**  
**Hazelbaker Library Meeting Room as described above, and to**  
**ensure that no member of the group violates the rules set forth.**  
**I understand that the group will be held responsible for any**  
**and all losses incurred by the library as a result of leaving the**  
**building unlocked.**

**PLEASE PRINT:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BUS.PHONE:** \_\_\_\_\_ **HOME PHONE:** \_\_\_\_\_

**GROUP NAME:** \_\_\_\_\_

## MEETING ROOM CHECKLIST

Ralph E. Hazelbaker Library

### MEETING ROOM

- Wipe and wash off tabletops.
- Check chairs and wipe/wash if needed.
- Floor should be swept.  
(Broom and dustpan will be provided.)
- Place all trash in trash bags.
- Dry erase board, if used, should be wiped and cleaned.
- Tables and chairs should be placed in original location.

### KITCHEN

- Please only use foodstuffs, drinks, paper wares, plates, and utensils you bring.
- Take extra foodstuffs and drinks when leaving.
- Coffee maker is cleaned and put back in place (if used).
- Clean countertops.
- Clean out sink.
- Wipe off cabinet doors, if needed.
- Place all trash in trash bags.
- Sweep floor.