

Meeting Room Policy/Guidelines

Policies and Procedures for the Blair Public Library & Technology Center and Reserving and Rental of the Meeting Room Facilities

The intent is that this policy shall govern the Charges for the Blair Public Library & Technology Center ("Library" or BPLTC) and charges and use of the meeting rooms and conference room.

Meeting Room Booking Priority is as follows:

1. Blair Public Library and Technology Center Sponsored Events
 - a. In special circumstances presenters may request to sell related products or events. These requests must be approved by library staff.
2. City of Blair, Washington County, Blair Community Schools, and other government agencies
3. Groups that are using or sponsoring the use of BPLTC materials or events
 - a. This includes but is not limited to: The Friends of the Blair Public Library and Technology Center, The Blair Public Library and Technology Center Library Foundation, the Genealogy Society, and library sponsored book clubs.
4. All other groups

The library is tobacco and alcohol free. Any one possessing or consuming alcohol in the parking lot or building shall be prosecuted per the City of Blair municipal code. Any group found to be violating this policy may also face actions including and up to loss of the cleaning deposit and/or being banned from using the rooms in the future.

All guns and/or weapons of any kind shall be prohibited in the Library, including Concealed and Open carry, except of duly sworn law enforcement officers. The Library meeting and conference rooms may be reserved by paying the fees. Reservations shall be limited to one year, 365 days, in advance except for the use by the Library or by City Hall. The library reserves the right to revoke permission to use any meeting room to any individual, group, or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

Tentative reservations may be made by telephone, payment must be made within 48 hours, otherwise the reservation will be canceled. Cancellations will be accepted Monday through Thursday 10:00 am to 4:00 pm. Meeting Room Applications must be completed and signed by the group requesting use of the meeting room at least 3 days in advance of the meeting room use. Reservations made with less than 3 days' notice will need approval by the Library Director. All Meeting Room Applications must be approved by the Library Staff before a meeting room may be used.

Any group or individual renting the meeting room must be a legal adult (19+ years) and must have a legal adult (19+ years) present during the entirety of the rental period.

General Guidelines:

1. Reservations are made by contacting the library at 402-426-3617. Events may be scheduled up to one year (365 days) in advance. Reservations must be made during regular Library business hours. Reservations must be made 3 days in advance, Reservations made with less than 3 days' notice will need approval by the Library Director. The meeting rooms are also available after regular library hours.
2. Any special table or seating arrangements shall be the responsibility of the group using the meeting room. When scheduling, allow extra time for setting up before the meeting and cleaning up at the end of the meeting.
3. Neither the library nor its employees shall assume responsibility for any property of groups, individuals, or organizations. The library will not store any property before meetings, and at the end of any meeting, an organization's property must be removed from the library.
4. Groups may arrange to use library audio/visual equipment as needed. However, no one shall operate library equipment unless they are properly trained. This may require that a member of the group make an appointment with a library staff member prior to the meeting to receive training (Monday through Thursday, 10:00 am to 4:00 pm). Staff cannot guarantee that personal electronic items will work with library audio/visual equipment.
5. The meeting room capacity may not exceed the capacity set by the Fire Marshall. Please inquire with library staff for acceptable capacity. Room capacities are also posted at each doorway.
6. The warming kitchen is available for use by all rooms. If more than one group requires use of the kitchen you will be required to share. Do not leave belongings in the kitchen. Food and beverages may be served. The oven and microwaves are available for use and the refrigerator may be used for temporary storage only. Please keep all food and drinks inside the meeting space. Any food left in the kitchen after a rental will be thrown away.
7. To allow for possible multiple bookings per day, rentals must be held to time frames booked and paid for in advance.
8. The Library reserves the right to limit the number of reservations per month by any single group.
9. If you have booked a full day event and you would like to setup the night before, you must reserve the room for that time. There will be an additional \$25 charge.
10. Any group found to have not secured the library / meeting room doors after their reservation may face actions including and up to loss of the cleaning deposit, charges for damages incurred, and/or being banned from using the rooms in the future.

Library Fees and Charges

All fees and cleaning deposits shall be paid at time of reservation. Failure to make such payment in advance may lead to forfeiture of reservation. All rental fees shall be forfeited, unless canceled 48 hours in advance of the event date. Required deposit(s) shall be returned unless Key is not returned by the start of the first business day following the rental or if the facility is not cleaned up as it existed prior to the rental.

Rental Fees:

All groups wanting to use the meeting room, regardless of status, shall be required to submit a \$50 cleaning deposit.

There is no rental fee for non-profit groups (defined as a group with 501(c)(3) status) and government agencies (such as City or County Administration). Non-profit groups using the library must allow their meetings to be open to the public (non-profit, closed board meetings are included in non-profit use of the room).

Groups, regardless of status, who are participating in the following activities will be charged a room rental fee of \$25:

- Raising money
- Commercial purposes
- Private individuals' or commercial concerns' benefit
- Private social gatherings
- Groups whose meetings are closed to the general public
- Meetings for which tuition, membership fees, or other fees are charged or may be recouped through sales or commissions at a later date

Genealogy Room and Study Rooms:

Study rooms are intended for use by individuals or small groups seeking a quiet study area. They are not additional meeting rooms and will not be reserved. Study room use is limited to a 2-hour limit per day. Exceptions may be granted on a case by case basis (for example: taking a test, having a job interview, etc.)

The Genealogy Room is a public space and will not be reserved or closed off to members of the public. Patrons and staff can enter and exit the space at any time. Groups choosing to meet in the room are required to vacate the public space at closing time, no exceptions will be permitted. Food and drink are not permitted in the Genealogy Room.