

## USE OF COMMUNITY ROOMS

The Library reserves the right to approve, revoke, or deny permission to use the Library Community Rooms. The Library Rules and Regulations of Conduct apply to any individual or group using the Community Rooms.

The Community Rooms are open to groups and organizations whose purposes are considered by the Library administration to be consistent with the general objectives and goals of the Library. These include groups and organizations engaged in educational, cultural, intellectual, civic, social, or charitable activities.

The Community Rooms are open to activities which are not likely to disturb regular library functions, activities which do not involve more than normal wear and tear on the room, and activities which are lawful.

No group may conduct commercial or solicitation activities while using the Community Rooms. Meetings to promote sales or advertise products may not be held. Meetings by private employers may be held if it is for the purpose of staff training, employment testing, or other activities unrelated to sales and/or promotion.

Entities using library spaces may designate if their meetings will be public or private events. Activities will not be private unless they are reserved as a private event at the time of reservation. No admission fee may be charged by any group using the Community Rooms without written permission in advance from the Library Director. The only exception is a paid registration necessary to cover expenses of one or two day institutions. However, this registration shall be waived for any individual who would be prevented from attending because of lack of ability to pay.

The Library does not advocate or endorse the viewpoints of meetings or Community Room users. Groups shall not issue publicity using the Library Logo or indicating Library sponsorship, and the Library reserves the right to post disclaimers as applicable. Neither the name, logo, nor the address of the McCracken County Public Library may be used as the official address or headquarters of an organization.

The applicant reserving the meeting room is responsible for all adults, teens, and children during their reserved time. The applicant and their party/group may not tape or tack anything to walls or doors. The applicant and their party/group will be responsible for any and all damages to the room and its equipment due to misuse, carelessness, or vandalism. Craft materials that if spilled may be difficult to clean, as glitter, paint or glue, must be approved by library staff before use.

The Director or any designated staff members have the right to review handout literature and press releases in advance of the scheduled meeting.

All programs scheduled for the Community Rooms will conclude by five minutes prior to closing time of the Library

Library facilities will be left in a clean and orderly condition. Specific room arrangement is the responsibility of the user, and the rooms will be left in the same arrangement as they were found.

Any problems or complaints shall be submitted in writing to the Director, who will then take appropriate action.

Booking of reservations for the Community Rooms shall be made on a first-come, first-served, reserved basis, according to the following procedures:

There shall be no priorities among activities for public use of the Community Rooms (except first-come, first-served) and equal access shall be provided to individuals or groups on an equitable basis, regardless of the beliefs or affiliations of individuals or group requesting its use; except that library-sponsored activities shall be given priority in the consideration of the use of the rooms. The rooms may not be used if the meeting conflicts with normal Library operations or a Library sponsored activity.

Reservations are not confirmed until a representative of the group has filled out an application. Applications can be filled out online.

Reservations must be made by an adult (18 years of age or older) representative of an applying group who agrees to act as a responsible party in connection with:

Paying for any damages to Library property occurring during or in connection with the meeting.

Enforcing the Community Room regulations.

Cleaning up the room at the conclusion of the meeting.

Reservations should be made at least one business day prior to the meeting, and not more than 3 months in advance of the meeting date. Same day reservations may be made with special permission from the Director or designated staff member pending room availability. All cancelations should be reported as soon as possible. If the Library is not notified of cancelations for two consecutive times by the same group, we will assume all future meetings are canceled and reservations will be canceled.

Use of the Community Room may include the use of audio/visual materials and equipment. Organizations may provide and operate their own equipment or Library equipment may be used if available.

Failure to comply with these policies may result in a loss of meeting room reservation privileges.

*Revised: June 22, 2021; December 17, 2024; December 16 2025*