

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.

All Library programs are open and are free to the general public. 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 indicating Library sponsorship, and the Library reserves the right to post disclaimers as applicable. Neither the name nor the address of the McCracken County Public Library may be used as the official address or headquarters of an organization.

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

It will hold harmless the McCracken County Public Library from and against any and all liability which may be imposed for any injury to persons or property caused by the organization or any person in connection with a meeting.

All programs scheduled for the Community Rooms will conclude by 8:45 p.m. Monday through Thursday, and 5:45 p.m. Friday through Sunday. These are the normal closing times for the second floor departments 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.
- Tentative reservations for the Community Rooms may be made by telephone, however reservations are not confirmed until a representative of the group has filled out an application.
- 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 9 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. The Library must be informed of any equipment needed for programs when registration is scheduled. Organizations may provide and operate their own equipment or Library equipment may be used.

USE OF LIBRARY EXTERIOR

The Board of Trustees of the McCracken County Public Library will make the exterior property of the Library available to any citizen, not-for-profit, civic, cultural or educational group with the understanding that they meet the following regulations:

1. The user will be responsible for all clean-up following any event held on Library property. There will be a \$50.00 deposit required to insure proper clean-up.
2. Tentative reservations for the Library garden may be made by telephone, however, reservations are not confirmed until a representative of a group or individual has filled out an application at the Library Director's Office.
3. Functions held on Library property should conclude at the normal closing of the Library; however, exceptions may be allowed providing written request is made on the initial reservation application. Under no circumstances will the Library remain open beyond regular hours to accommodate any function held on Library property.
4. No admission fee may be charged by any individual or group using the Library property without written permission in advance from the Library Director.
5. For the use of the grounds, the Library will not be held responsible to furnish any equipment, chairs and tables or any other items. All groups and/or individuals will be responsible for set-up and removal of any equipment or furniture or decorations placed on Library property.
6. Normal and reasonable use of the Library's exterior 110 volt electrical outlets will be acceptable. The Library assumes no responsibility to provide any other electrical connections or equipment. All user furnished electrical devices or equipment must meet the state and city electrical codes.
7. Food and drink will be allowed in the Library garden area providing a written request is made on the initial reservation application.
8. In consideration for use of Library property, the user agrees that:
 - All damage to any property of the Library resulting directly or indirectly from the conduct of any member, officer, employee, agent or any of its invitees will be paid by the user.
 - The Library will be held harmless from and against any and all liability which may be imposed upon it for any injury, to persons or property caused by any person connected with the use of the property.
9. The user agrees that he/she/it does not intend to, and will not, use said premises for purposes that will constitute any violations of City, State or Federal Law.