

## Butler Area Public Library Meeting Room Use Policy

Butler Area Public Library provides meeting and program space for library programs as well as for other informational, educational, cultural, and civic meetings and programs.

Granting permission of the Butler Area Public Library meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs by Butler Area Public Library.

**The following types of events are **NOT** permitted in the meeting rooms:**

- Meetings of any group or organization that is soliciting business, trying to make a profit, or fundraising.
- Political events, political rallies, or any petition-signing event with political overtones. The Butler Area Public Library is a politically neutral entity and must remain so to ensure public and governmental funding.
- Personal celebrations such as birthday parties, anniversaries, or baby showers.

I. Availability for Use

- A. Meeting rooms in the library are available for use during days that the building is open.
- B. All individuals and groups wishing to use the rooms must read and agree to the Meeting Room Use Policy and complete an application.
- C. Applications will be accepted on a first-come, first-served basis; however, priority for room use will be given to Butler Area Public Library programs and meetings.
- D. Use of the rooms by groups and individuals shall be at the discretion of the Butler Area Public Library, that have successfully completed the application process (see section VI).
- E. An Application cannot be submitted more than 6 months in advance.
- F. Meeting rooms will not be booked more than 6 months in advance except for library programs.

- G. Butler Area Public Library reserves the right to cancel a room reservation at any time and for any reason.
- H. Butler Area Public Library reserves the right to relocate a group or individual to another appropriate room within the building should the need arise.

## II. General Use

- A. Groups will be allowed into the room 15 minutes prior to the start of an event for setup and 15 minutes after the event for cleanup.
- B. Groups will assume responsibility for setup, cleanup, and any property damage. Cleanup includes ensuring all refuse is deposited in the provided trash receptacles.
- C. Groups will report any damage to a staff member and are responsible for the costs of the damage. Damage may also result in the denial of future use of the space.
- D. Library staff must have access to the room at all times.
- E. Emergencies should be reported to a staff member immediately.
- F. Light refreshments may be served, but cooking is not permitted. Groups must supply their own paper products to accommodate any food or drink served.
- G. Furnishings may not be moved from the public service area to the meeting room. No additional furniture, other than what is in the meeting space, may be used without approval.
- H. The library can provide access to a projector and screen, a television, a laptop, and/or an extension cord; these must be requested in the application. There is no guarantee that the meeting room equipment will function properly, and groups are strongly encouraged to have a backup plan in the event of a technological malfunction.

## III. Restrictions

- A. There is no smoking.
- B. Gambling is prohibited in the building and on the grounds.
- C. Nothing may be affixed to the walls or ceiling.
- D. Groups may not store meeting materials or equipment in the meeting rooms before or after the agreed-upon meeting time.

- E. Butler Area Public Library will not be held responsible for the loss or theft of any personal property.
- F. Loud noise and/or music that disrupts building operations will not be permitted.
- G. Providing false or misleading information on the application, or the violation of any of the above rules or regulations, will subject the applicant and group to immediate removal from the facility; said persons or entities may, at the discretion of the Library Board, be banned from further use of the meeting rooms.

IV. Cancellations

- A. Groups and individuals are requested to call to cancel at least 24 hours prior to the agreed-upon meeting time.

V. Rooms

Room	Max Capacity
Basement - Meeting Room	100
1st Floor - Sun Room	12
1st Floor - Reading Room	12
2nd Floor - Meeting Room	5

VI. Steps for the application

- A. Contact the library Director or Assistant Director to determine the event's suitability and timing. If this step is not undertaken, the event will NOT be scheduled.
- B. The form must be completed and submitted to the Assistant Director AFTER the suitability conversation has been conducted. If this step is not undertaken, the event will NOT be scheduled.
- C. If the event is deemed suitable by the library director, promotional material must be reviewed by the library director AT LEAST 2 weeks prior to the event. If the promotional material is deemed unsuitable, the event can be canceled.
- D. **Use of the Butler Area Public Library logos on materials promoting events held in meeting rooms is strictly prohibited.** Additionally, mailings may not use the Butler Area Public Library as the return address. Otherwise, the event will be canceled.