

**Chickasha Public Library
Meeting Room Policy
October 2015**

The Library Meeting Room Policy is subject to City Code, Chapter 15, Article 4, Section 15-4-1 (1) and Section 15-4-2 (a). See attached.

I. Usage.

- a) The Library Meeting Room and Board Room (“the meeting rooms”) are available to organizations, groups, or individuals requiring the facilities of a meeting room for meetings or activities.
- b) The rooms are available to persons who wish to sponsor programs for minors. A person age twenty-one (21) or above must be present throughout the planned activity.
- c) Only the Library Meeting Room may be reserved for meetings at which children younger than 12 years will be present. The Board Room is not appropriate for young children because it is located within the Library and groups must therefore keep noise to a minimum.
- d) At no time may an adult be alone with a minor or two minors be allowed alone in either the Library Meeting Room or the Board Room.

II. Time of availability.

- a) Either room is available during regular Library hours.
- b) The Library Meeting Room is available after regular Library hours until midnight and on Sunday afternoon until 9:00 p.m.

III. Charges and Fees.

- a) A fee of \$30 will be charged for the use of the Library Meeting Room.
- b) This fee will only be refunded if the reservation is cancelled with a minimum of 24-hours notice.
- c) Non-profit organizations will not be charged a fee for the use of the Library Meeting Room or Board Room.

IV. Reservation.

- a) The meeting rooms must be reserved at least one day in advance of usage except in the case of an emergency. Library Staff will determine if an emergency exists.
- b) Reservation may be made by telephone or by appearance at the Library desk.
- c) Any groups or organization wishing to use either room as a regular meeting place may do so no more than twelve times in a calendar year.
- d) Any group, individual, or organization may reserve the meeting rooms no more than five times in any one month.
- e) No group, individual, or organization may use the meeting rooms for more than two consecutive days, including time to set up and remove equipment, except for official Library functions and functions of the Friends of the Library.
- f) Any Library programs shall not be limited by the above restrictions, but no Library program will be planned for a reserved time after the Library has confirmed a reservation.

V. Food Service.

- a) The kitchen facilities in the Library Meeting Room may be used for light and simple refreshments, but meals may not be prepared or served.
- b) Alcoholic beverages and drinks with red or purple coloring are not permitted on the Library premises.
- c) Any group, individual or organization using the Library Meeting Room is responsible for clean up to include, but not be limited to, washing dishes, utensils, and surfaces and replacing chairs and tables to their original positions, and taking trash to the dumpster located on the east side of the building.
- d) Any group, individual, or organization using the meeting rooms will be responsible for the repair, restoration, or replacement of missing or damaged items to the satisfaction of library staff.

VI. Decorations

- a) Decorations may be used in the rooms but no decoration will be hung or mounted anywhere except the fabric walls in the Library Meeting Room or the bulletin board in the Board Room.
- b) Any group, individual, or organization using the meeting rooms must remove decorations or exhibits upon completion of the meeting/activity.
- c) If the group, individual, or organization using the rooms needs to place a sign in the lobby, the Library will provide an easel for this purpose.

VII. Equipment

- a) Any group may use Library-owned audiovisual and other equipment designed for use in the meeting rooms.
- b) Any individuals desiring to use the Library's laptop and LCD projector must be knowledgeable in the use of such equipment.
- c) Any group, individual, or organization using the equipment will be responsible for proper care and usage of such and will be liable for damages or loss.
- d) No group, individual, or organization may store their equipment in the rooms except in the case of consecutive day usage. The users, upon completion of the meeting/activity, will remove their equipment.

VIII. Responsibility

- a) Any group, individual, or organization using the meeting rooms may use the sound amplification equipment that is provided by the Library but no other equipment, and must keep the noise level within the Library Meeting Room.
- b) All meetings and activities must be confined to the meeting rooms and cannot extend into the lobby or the remaining parts of the Library building.
- c) Groups and organizations may hand out flyers, sell goods, or solicit for donations inside the meeting rooms but cannot carry such activity into the lobby or the remaining parts of the Library building.
- d) For after-hours usage, the Library door key will be issued only to a responsible individual or group representative after identification and signed agreement to this policy. The key must be obtained during regular Library hours and placed in the outside bookdrop upon completion of the meeting.
- e) During after-hours usage, the reserving entity and their responsible representative will be liable for security for the entire premises exposed by their usage. This will include the lobby, restrooms, and Library Meeting Room.
- f) The responsible person and group must secure the premises after usage and will be liable for loss, damage, or incurred excess costs, such as for cleaning the carpet or any repairs, should they fail to do so.

- g) The Library will be responsible for routine maintenance of the Library meeting rooms but the rooms must be left uncluttered and undamaged after usage
- h) It is the responsibility of the person and group making the reservation to return the room to the arrangement and condition in which they found it.

I the undersigned, representative of _____, have read this policy and agree to the above conditions for using the Library's meeting room.

Signature

Date

Library Staff

Chickasha City Code, Chapter 15

Article 4. Municipally-Owned Meeting Halls.
Sec. 15-4-1. Meeting halls

The following buildings and parks have meeting rooms or areas that are available for use by the public through a reservation system:

- (1) Chickasha Public Library
- (2) The Washita Valley Community Center
- (3) Historical Railroad Depot
- (4) Shannon Springs Bathhouse
- (5) Shannon Springs Shelters (East and West)
- (6) Shannon Springs Amphitheater
- (7) Such other rooms and places that may be designated at a later date.
(Amended Ord. No. 2013-10, 4/1/2013).

Sec. 15-4-2. Reservation Policy
(a) The Library Board sets reservation policies for the Public Library.
(Amended Ord. No. 2013-10, 4/1/2013).

Sec. 15-4-3. Rental Rates
Rental rates are established by City Council by Resolution.
(Amended Ord. No. 2013-10, 4/1/2013).