

The purpose of the meeting rooms is to further the Library's mission of promoting literacy and life-long learning by providing space for individuals and organizations to conduct informational, educational, and civic meetings.

Meeting rooms can be reserved by anyone 18 years or older.

## **Types of Use**

Priority is given to Library-sponsored programs and events. There may be times when the Library will have to cancel a reservation in order for a Library program or event to be held.

The Library's meeting rooms are intended to accommodate as many different individuals and groups as possible, therefore individuals and groups using the meeting room should comply with the following terms:

- Groups meeting at the Benton branch and consisting of less than 7 persons should use the conference room, study room, or learning lab unless approved by management.
- Groups (defined as consisting of 3 or more persons) may not make reservations more than 6 months in advance.
- Individuals using the large meeting rooms at Calvert City or Hardin may not make reservations more than 1 week in advance.
- Individuals using the small meetings rooms at Benton (Conference Room, Study Room, or Learning Lab) may not make reservations more than 1 month in advance.
- Any group wishing to reserve one of the large meeting rooms (Calvert City, Hardin, Meeting Rooms A & B at Benton) for more than 8 hours in a single month must gain permission from management.
- Any group or individual wishing to reserve one of the small meeting rooms (Conference Room, Study Room, or Learning Lab) for more than 16 hours in a month must gain permission from management.

As-available usage does not count toward reservation limits.

Use of the Library's meeting rooms does not constitute endorsement of viewpoints, purposes, or policies expressed by those using the space. Promotion of non-Library sponsored programs held in the Library's meeting rooms cannot use the Library's logo and must include the phrase, "Not a Library sponsored event."

## **Prohibited Uses**

The Library's meeting rooms cannot be used for private personal events which include, but are not limited to, parties, receptions, reunions, or showers.

The Library's meeting rooms may not be used for political campaigning, fundraising, or solicitation of votes. Elected officials and candidates may use the space for informational events such as town halls, listening sessions, or community forums, provided these activities are nonpartisan in nature and open to the public.

Neither products nor services may be sold or exchanged in the Library's meeting rooms. Local non-profit organizations may seek permission from the Library Board of Trustees to conduct fundraising activities. Requests must be made sixty (60) days in advance.

Any activity that disrupts regular Library function or causes actual, demonstrable harm (such as damage to property, physical injury, or harassment) is prohibited. If a scheduled meeting becomes disruptive or harmful, the group will be asked to leave and will not be allowed future reservations.

Groups consisting solely of individuals under 18 years of age are prohibited. At least one adult must be on site with minors at all times.

No group nor individual is allowed to store items or food on library property. Anything left on Library property after a scheduled meeting will become the property of the Library.

## **Facility Care Guidelines**

Food and non-alcoholic drinks are permitted in all Library meeting rooms. All food waste must be deposited in a trash can with a lid. Any spills should be cleaned and communicated to the library staff immediately.

Rooms should be restored to their original state at the end of every meeting, with all tables and chairs in the correct formation and all garbage placed in a receptacle.

Each meeting room is equipped with a digital screen that patrons may use for presentation and virtual meeting purposes. Library staff will provide limited technical assistance when available.

Other Library equipment—such as Zoom carts, white boards, or projector screens—may be available upon request. No person should remove Library equipment or materials from the storage closets or catering kitchen without permission.

Food and drinks found within the cupboards, refrigerators, and freezers are for Library programming and should not be consumed by individuals using the meeting space. Anyone who consumes food or drink belonging to the Library will be charged a replacement fee.

Nothing may be attached to the walls, ceiling, equipment, or doors of the meeting rooms. A freestanding banner or sign may be placed in the meeting room or directly outside the meeting room door. Any additional signage must be approved by a member of the Library's management team.

Occupants may not exceed the stated occupancy for the room.

All persons using the Library's meeting rooms must follow the Library's Rules and Regulations.

A fee will be assessed for any individual or group whose meeting room use results in damaged property or a need for professional cleaning.

## **Reservations and Cancellations**

Reservations can be made online or by calling any branch of the Library. Please note that online reservations are only approved during the Library's normal operating hours and therefore may take up to 48 hours to approve on weekends and holidays.

Each group must provide a contact person who is responsible for communicating with the Library and ensuring all Library policies are adhered to. If the contact person does not hold a Marshall County Public Library card, then two means of contact must be provided.

If the Library closes due to weather, all meeting room reservations will be automatically canceled. If you wish to meet despite the weather conditions, you must contact the Library via the after-hours text line: 270-560-1073.

Individuals or groups unable to make a reserved time should contact the library to cancel the reservation as soon as possible. Multiple no-shows or excessive cancellations could result in a group or individual be unable to make future meeting room reservations.

Meeting rooms will be unavailable Thanksgiving Day, Christmas Eve, and Christmas Day.

Anyone who misrepresents their purpose in using a meeting room will be unable to make future reservations.