

## Meeting Room and Other Space Usage Policies

*Hutchinson Public Library encourages public use of library meeting rooms and spaces, to inspire learning, cultivate growth, and strengthen our community.*

The Library has the following public meeting rooms (seats available):

Auditorium: (30 – 70) Meeting Room 1: (10) Meeting Room 2: (20)

Other spaces may be available (Consult Library Staff for more information)

### Fees for Use

1. All spaces are available free of charge to any group or individual.
2. Any loss or damage to the premises, equipment or furnishings as a result of public use will be charged to the group or individual responsible for the room reservation. There will be a minimum \$50 charge for any damages incurred.

### Meeting Room Scheduling

1. Library sponsored programs receive first priority in scheduling. Otherwise, reservations are first come, first served and are subject to change, depending on the Library's need for the meeting room.
2. No standing reservations may be made.
3. Application to use meeting rooms may be made in the Library's Business Office during regular library business office hours, Monday through Friday 9:00 a.m. to 5:00 p.m. or at the second floor Reference Desk after regular business hours. Reservations may be made over the phone or in person.
4. Reservations can take up to 72 hours for approval.
5. A group must complete the meeting room reservation application form once per calendar year. After the group is registered and approved, then they may be granted subsequent use of meeting rooms without completion of an application form. The agreement contained in the application form will be binding upon the reserving individual or group for any subsequent meeting room reservation(s). Applications expire after one (1) year.
6. Reservations for meeting rooms can be made up to three months in advance.
7. The Library requests a notice of cancellation as far in advance of the reserved time as possible. A no-call, no-show for a meeting may result in cancellation of the reservation. Repeated failure to notify the Library of a cancellation may result in denial of future meeting room privileges. In cases of inclement weather, exceptions can be made at the discretion of library staff.
8. The Library Director and Library Board reserve the right to cancel any meeting should conditions warrant. When the Library closes due to an emergency, all efforts will be made to notify groups and individuals scheduled to use meeting rooms. During adverse weather conditions, the group should check with the Library or consult local media outlets for closing information.
9. The Library reserves the right to limit the number and frequency of meeting room reservations.

### Basic Rules of Use

1. Permission to use a Library meeting room does not constitute Library endorsement of the group's policies or beliefs, and no claim to that effect nor claim to Library sponsorship may be used in advertising. Neither the name nor address of the Library may be used as the official address of a group using the Library's meeting rooms. The Library will make no effort to censor or amend the content of a meeting.
2. Groups or individuals using the meeting rooms or auditorium may not charge admission or solicit donations.

## Rules of Conduct

1. Groups using the meeting rooms and auditorium are responsible for maintaining order and may not disrupt the use of the Library by others. Appropriate conduct is expected as a condition of room use.
2. The Library bears no responsibility for property loss or damage to personal equipment or personal injury sustained while using library meeting space.
3. At minimum, one adult must be present and responsible for any event involving children under the age of 18.
4. Children must stay with the group or be supervised by a responsible adult as per the library's unattended child policy.
5. Room setup is the responsibility of the user. Furnishings must be returned to their original positions at the completion of the meeting.
6. No tacks, nails or adhesive tape are to be placed in or on doors, walls, or furniture.
7. Lighted candles or flames, because of fire hazard, are not to be used within the meeting rooms or the auditorium.

## Refreshments

1. Refreshments may be served in meeting rooms. The Library currently has no kitchen facilities available to the public.
2. Alcoholic beverages are not permitted.

## Clean Up

1. Groups and individuals using meeting rooms are responsible for basic clean up and returning the room to order. Place all refuse in trash cans and notify staff after the meeting so food waste can be removed promptly. Spills should be reported immediately to aid clean-up.
2. Any equipment or displays brought in for a meeting must be removed at the end of the meeting. The Library is not responsible for lost or stolen items.
3. If the space is not left in the condition it was found in, a minimum fee of \$50 will be charged to the responsible party for cleanup.

## Exceptions for Library Use of Public Meeting Rooms

Events sponsored by the Library or the Friends of the Library are exempt from provisions of this policy. Requests from the public for exceptions to this policy must be made in writing to the Library Board one month prior to the reservation.

**Application for Use of Meeting Rooms**

Date Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Name of Group \_\_\_\_\_

Person applying on behalf of Group \_\_\_\_\_

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Telephone Number of Contact Person \_\_\_\_\_

Number of persons expected to attend \_\_\_\_\_

Type of activity \_\_\_\_\_

The applicant has been furnished a copy of the HPL Meeting Room Policy, governing the use of meeting rooms at the Hutchinson Public Library. The applicant agrees to follow all rules and regulations and to return the library facilities to a clean and orderly condition at the end of the activity. Meetings may not be scheduled to begin before the Library is open to the public, Monday through Saturday, 9:00 a.m. or Sunday, 1:00 p.m. Meeting adjournment times are as follows: Monday – Thursday 8:45 p.m.; Friday - Saturday 5:45 p.m.; Sunday 4:45 p.m. The Hutchinson Public Library will not be responsible for any materials or equipment left in the building.

PLEASE NOTE: A no-call, no-show for meeting room reservations 30 minutes past the meeting start time may result in cancellation of the reservation.

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Date Signature of Applicant

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**Please Return to:**  
Hutchinson Public Library  
Attn: Lucas Singleton  
901 N. Main Street  
Hutchinson, KS 67501  
[lucassingletonhpl@gmail.com](mailto:lucassingletonhpl@gmail.com)