

## HPL Meeting Room Policy

Amended by the HPL Board of Trustees 6/15/2010

Revised 5/15/2012

Revised 7/15/2014

**DISCLAIMER: For scheduling purposes, your meeting or event will be posted on the library's calendar including contact information for the meeting organizer. When making a reservation, please specify EXACTLY what information may be posted.**

The Hutchinson Public Library welcomes the use of its meeting room facilities for civic, educational, and public information meetings of interest to the citizens of Hutchinson and Reno County. Policies governing the use of meeting space are in accordance with Article 6 of the Library Bill of Rights: "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members." The Hutchinson Public Library takes a politically neutral stance. Meetings organized for political purposes are allowed provided that those meetings are free and open to all persons to attend.

The meeting rooms of the Hutchinson Public Library are available for the following uses:

- 1) Library sponsored or co-sponsored programs.
- 2) Community groups with a cultural, educational and civic emphasis.
- 3) Political meetings – provided that the meetings are free and open to all.

Rooms are not available for groups charging admission fees, or asking for donations, or whose programs are designed to sell products or services more than to inform.

HPL reserves the right to limit the number and frequency of public meeting room uses by for-profit entities when necessary. Any qualifying organization may reserve the meeting rooms as long as no fee or donation is charged or solicited for the meeting.

Granting of permission to use Library facilities does not constitute an endorsement by the Library Board or Staff of the use or the beliefs of the sponsoring organization.

If a question is raised as to the goals and activities of any group using the meeting rooms, the Library Board of Trustees shall be the final authority in granting or refusing permission for the use of the rooms.

All programs shall be open to the public.

Booking will be on a first-come, first-served basis. No standing reservations may be made. The meeting rooms may be booked no more than 90 days in advance. An Application for Use must be on file in the Library Business Office prior to scheduling a meeting. Applications for Use expire each January. To continue using the meeting rooms, organizations must update contact information at that time. If during a calendar year an organization's contact person changes, that information must be relayed to the Library as soon as possible.

The library meeting rooms may be booked only during regular Library business office hours, Monday through Friday, 9:00 a.m. to 5:00 p.m. 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. Meetings must adjourn 15 minutes before the normal Library closing time.

The following rules apply to all organizations

- 1) Physical arrangement for the rooms cannot be guaranteed. The rooms will contain a set arrangement of chairs and tables. Meetings will be booked in rooms appropriate to the expected number of attendees whenever possible, rather than specifically requested rooms. If tables and chairs are rearranged for a meeting, the furnishings must be returned to their original positions at the completion of the meeting.
- 2) Organizations holding meetings assume all responsibility for damage to Library facilities and equipment. A representative from each organization must complete an application for the use of meeting rooms, assuming personal responsibility. Janitorial service cannot be provided.
- 3) Programs may not disrupt the use of the Library by others. Persons attending the meeting are subject to all Library rules and regulations.
- 4) The Library Director is authorized to deny further use of meeting rooms to individuals or groups who are disorderly or objectionable in any way or who disregard Library regulations. Users shall pay the cost for repair when facilities are damaged.
- 5) All publicity concerning meetings should make it clear that the Library is not the sponsor.
- 6) Neither the name nor the address of the Hutchinson Public Library may be used as the official address of the organization sponsoring the meeting.
- 7) The Library is not responsible for loss or damage to equipment, supplies, materials, or other items owned by the group or individuals and used in the Library.
- 8) No smoking is allowed in any meeting room or any other part of the Library. This includes the restrooms.
- 9) Food and beverages are allowed in the meeting rooms. The Library currently has no kitchen facilities available to the public. The organization sponsoring the meeting is responsible for food clean-up once the meeting is over. Please do not leave food waste out on the tables. Place refuse in trash cans and alert an HPL staff member after the meeting so that trash removal can take place promptly. If there is a food or beverage spill, please notify HPL staff immediately.
- 10) All reservations are subject to change, depending on the Library's need for the meeting room. The Library reserves the right to cancel non-library meetings if the room is needed for Library activities.

## 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.

Date	Signature of Applicant
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_____ Approved	_____
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_____ Disapproved	Authorized Signature
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Comments: \_\_\_\_\_

**Please Return to:**  
Hutchinson Public Library  
Attn: Business Office  
901 N. Main Street  
Hutchinson, KS 67501