

Gretna Public Library

Meeting Room Use Policy

Approved September 24, 2007
by the Gretna Library Board

Non-profit, cultural, scientific, humanitarian, self-help, educational and community service groups may use the meeting room at the Gretna Public Library under the following circumstances and subject to the following guidelines:

- * Library-related and Library-sponsored programs will take precedence over outside programs.

- * The meeting room is not available for private social gatherings, fundraising, commercial purposes, religious services, purposes that would benefit private individuals or a commercial enterprise, or by groups that are not open to the general public.

- * Advance reservations must be made by written application, signature of a sponsor, and payment of \$25.00 deposit for groups using the room. Reservations are accepted for the upcoming calendar year beginning September 1, and are accepted on a first-come, first-served basis, subject to availability.

- * Groups requesting use of the meeting room on a weekly basis may schedule the room only for the duration of the month in which the request is made.

- * The \$25.00 deposit will be returned to the person whose name appears on the application if the room is left in its original condition following the scheduled meeting(s). Each group using the meeting room will be responsible for the full repair/replacement cost for any damage to the room or its contents above and beyond the amount of the deposit.

- * Room set up will be the responsibility of the group using the room. The group sponsor will return the room to its original arrangement at the end of the meeting.

- * When the meeting begins or ends outside of regular library hours, the group may pick up the key at the circulation desk in advance of the meeting and leave a key deposit of \$10.00. The group sponsor will leave the key in the book drop box in front of the library or otherwise return the key within 24 hours or will pay the full charges of having the library re-keyed.

- * Before leaving, the group sponsor must check restrooms and clean up anything that could not be reasonably attributed to normal use - this may include such things as excessive debris on the carpet or trash accumulated during meeting. All lights must be turned off and the front door and back doors locked following an after-hours meeting.

- * Alcoholic beverages and smoking are prohibited on the library premises and groups shall not exceed the legal posted capacity of the meeting room. It is the responsibility of the person whose name appears on the contract to enforce all meeting room regulations.

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* Neither the library nor its employees will be responsible for any property damage of any group nor are they responsible for accidents, injury or theft during usage of the meeting room. All property belonging to an organization must be removed from the library immediately following the meeting.

* Neither the name nor the address of the library may be used as the official address of any organization. No mail or shipments will be accepted for any group or individual and the library phone number cannot be used in any meeting announcements.

* Use of the meeting room does not constitute endorsement by the Gretna Public Library of the user's policies or beliefs.

By signing the following, the group representative/group members agree to follow the above policy:

Group Name (Include Number if a Scout Troop) **Contact Person**

Mailing Address **City/State** **ZIP** **Telephone**

Activity/Purpose for Room Use

What time will your group need the room? Please include time for set up and clean up. _____

Will this group meet more than twice in a calendar year? Yes No _____

Will your group be meeting outside of library hours? Yes No _____ **\$10 Key Deposit**

If available, please attach a calendar of your meeting dates or list those dates below:

Received Meeting Room Checklist

Contact Person Signature **(Printed Name)** **Date**

Librarian Signature **Deposit Received**

After check is returned:

Printed Name and Signature of person **Date**
whose name appears on the check and has
received deposit check back at end of the year.

Staff member initials
who returned the check

