

Hickman County Public Library System

Community/Meeting Room Policy

- Use of the meeting room of the library is granted to community groups & organizations or private individuals whose aims are educational, cultural and/or for civic betterment.
- Activities of the library in the community room will take priority over other scheduled group/organizations.
- Attachments to the floor or walls are not permitted without special authorization. The library has provided hooks on the wall.
- The fact that a group meets at the library in no way constitutes an endorsement of the group or its policies or beliefs.
- A group at any meeting may charge no admission fee.
- No smoking or vaping is allowed anywhere inside the library.
- The person booking the room is responsible for damages.
- The library is not responsible for equipment, supplies, materials or other items owned by a group & left by them in the library.
- The name and the address of the library may not be used at the official address or headquarters of an organization.
- No additional furniture or equipment other than that furnished by the library is to be used without approval, excluding projectors, video players, cd players, and the like.
- Children's groups using the room must comply with the above rules & must have one adult supervisor for each 10 children attending.
- All personal belongings, including waste and debris, are to be removed at the close of the meeting.
- Due to co-vid, you must sweep the floor, and wipe down chairs & table with disinfecting wipes. There will be a caddy with cleaning supplies located in the room.
- There is no charge to non-profit organizations using the community room unless food is served. If food is served, the fee is \$25. All other groups or persons will be charged \$25 (whether or not food is served). There is an additional fee of \$10 for the use of the kitchen.
- Use of the library television is prohibited.
- During regular library hours, if the community room is not in use, the room can be used as a study room or collaborative space.

Hickman County Public Library System Community/ Meeting Room Contract

Date(s) of Meeting(s) Expires

Name of Organization or Individual

Address

Type of Meeting

President/ Chairperson

Telephone Number (Home/Cell) Work

I am the authorized representative of this organization I have received and read the Hickman County Public Library Community/ Meeting Room Policy. I agree to comply with its provisions and to inform my group of this content. I agree that all literature and publicity regarding my organization's use of the library facilities will clearly identify my organization as both the sponsor of, and source of information about, this used of library facilities. It is understood and agreed that I, or the group that I represent, may be held financially responsible either individually or collectively for loss or damage to facilities and equipment that may result from our use of the facilities. I understand that I have the responsibility to obtain a community/ meeting room key from the library before my event. I understand that I am to deposit the key into the container beside the exit door when the meeting is completed.

Signature _____ Date _____

Room Charge \$ _____

Kitchen Charge \$ _____

Amount \$ _____

Code Given _____

Amount Accepted by _____