



Montgomery County Public Library

Meeting Room Use By Public Groups

Authorized individual representing the group or service organization must sign as responsible party for the group.

All individuals or groups using library facilities must abide by the following rules:

1. No birthday parties, showers, or other private parties.
2. Library sponsored activities are given priority in scheduling use of the facilities. Library meeting room spaces are typically unavailable for public scheduling during the summer reading program months of June and July, unless the activity is a co-sponsored activity with the library. During Summer Reading months, smaller groups may request to use public spaces in the main library for meetings, and we may be able to accommodate by adding folding chairs around some table spaces.
3. Non-library related activities may be scheduled once per month, or, alternatively, on a weekly basis, but in any event shall not exceed a total of twelve (12) meetings within a 12-month period.
4. Responsible individual must sign usage application.
5. There will be a \$75 deposit for use of the community room or learning lab. A \$50 usage fee will be maintained each time the room is rented by a FOR PROFIT organization. The \$25 refundable deposit will be returned once the room has been verified to be clean, orderly, and without damage. Non-profit organizations may pay the \$25 refundable deposit and have it returned after each time they schedule a room, or maintain a \$25 deposit on file for regularly scheduled meetings.
6. To prevent groups from scheduling the room and then not showing up, the library will retain the \$25 deposit when any organization is a no call / no-show for a scheduled meeting date. Notice on the day of the event IS ACCEPTABLE. The organization will be required to submit another \$25 deposit to schedule another meeting if they have been a no call/no show for a scheduled date and their deposit was forfeited.
7. Please wait 48 hours after event to request deposit refund. If paying with check, payment must be made at least 10 days in advance, check must clear bank prior to receiving refund.
8. A deposit is not required for outside groups partnering or co-sponsoring activities in the meeting room.
9. If you advertise your event in a public venue (such as social media, newspaper, radio, etc.) please be sure to include the contact information for your organization or responsible party. Library staff cannot provide information and answer public questions about your event other than to say a specific event is scheduled for a specific day and time. If you wish to develop and post information about your event inside the library, the library maintains a public information station to accommodate your request. You may have a sign to direct your guests or intended audience to the correct meeting room, however, you are not permitted to post signs outside the library, in library windows, or throughout the library building.
10. Chairs, tables, and other equipment must be returned as you found them and key (if applicable) returned.
11. Activities requiring an admission fee are not permitted.

12. The person making application for use of facilities must be over the age of 18. This person will be responsible for payment or any and all repair fees for damages to facilities or contents that occur as part of use of the facilities.
13. Child and youth activities must be adult supervised. At least one (1) adult for every seven (7) children should be present. At least one supervisory adult must remain on premise at all times. An adult must assume responsibility for any damage to the facility or its contents
14. **The facility must be left clean; floor swept or vacuumed; chairs and tables must be returned as they were found, and the kitchenette cleaned and wiped down if used. Lights turned off and the doors locked.**
15. If audio-visual equipment is needed, arrangements must be made in advance. The library may not be able to provide all types of AV equipment, please ask about availability when scheduling.
16. The name or address of the Montgomery County Public Library cannot be used as the official address or headquarters of any organization. However, you may advertise that your meeting is being held at the Montgomery County Public Library.
17. Smoking is not permitted anywhere inside the library. Smoking is not permitted within 20 feet of the building.
18. Alcoholic beverages are not permitted in the building.
19. Please do not use tape or tacks on wall, ceilings, trim, or other painted surfaces.
20. Please do not use rocks, blocks, or other door stop mechanisms to prop open outside doors for an extended time. Do not prop doors open and stand outside the doors to smoke (please remember that you must move 20 feet away from the building prior to smoking.) If outside doors are found to be propped open after the group leaves, the group will forfeit the entire deposit fee, plus additional fees may be assessed if damage has occurred due the door being left open.
21. The library accepts no liability or responsibility for damage to persons or property arising from use of the facility.
22. A copy of the meeting room/facilities use policy shall be given to each group using the room. A representative of the group must sign the application form stating they have read and understand the policy.
23. The library is a publicly funded facility, groups using library facilities may not discriminate in regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.
24. Permission to use the facility may be denied to any group that is disorderly, has previously stolen or damaged property, violates rules for meeting room use, or violates local, state, or federal laws and/or guidelines.
25. Local, State, or Federal government organizations may request use of meeting rooms with no deposit required, as long as scheduled activities are part of their official government duties.
26. Meeting rooms may be used on an unscheduled short notice basis for short private meetings such as depositions, document signings, etc. when there are not other planned activities in the space. Responsible individual requesting to use the space will be required to acknowledge guidelines for meeting room use and sign an application to use the space. However, anyone wishing to schedule the space in advance is subject to the \$75 usage fee, with \$25 refundable if everything in the space remains clean and undamaged.



Montgomery County Public Library

Engaging our community in literacy, self-guided learning and access to information.

328 North Maysville Street

Mt. Sterling, KY 40353

Phone 859-498-2404

Fax 859-498-7477

www.mclibky.org

Person Responsible: _____

Organization: _____

Phone Number: _____ Library Card Number: _____

Date(s) of Scheduled Event: _____ Time of Event: _____

Description of Event or Activity: _____

Intended Audience: _____

Do you need special AV Equipment? Please specify: _____

(The Library may not be able to accommodate your request, but we will make every effort to notify you if something will not be available for your event.)

I have received a copy of the meeting room policy. By signing below, I agree to abide by all library policies, rules, and guidelines. I am accepting responsibility for use of the meeting room and library facilities available to my group. If there are minors at my activity, I understand that they must be appropriately supervised. After our activity, my group will leave the room in the state that we found it.

Signature _____ Date _____

Amount of Deposit _____ Amount & Date Returned _____

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PLEASE COMPLETE THIS FORM AND CHECK-OFF SHEET AFTER YOUR EVENT

Organization or Event: _____

Adults: _____ # Children: _____ Date of meeting: _____

Check Off Items to Be Completed Before Leaving

- | | |
|--|---|
| ☐ Chairs and tables returned as found | ☐ Items Removed from Refrigerator |
| ☐ Floors Picked Up and Swept | ☐ If after hours, everyone has left the building |
| ☐ Lights in meeting room are off | ☐ If after hours, trash taken to dumpster |
| ☐ If after hours, doors are shut and locked | |

Please note any concerns regarding use of the facilities, cleanliness, safety, etc, that should be addressed by library staff or library maintenance. _____

THANKS FOR VISITING OUR LIBRARY, WE LOOK FORWARD TO SEEING YOU AGAIN SOON!