

Appendix B

Meeting Room Policy Johnson County Library

The large and small meeting rooms of the Johnson County Library require a nominal charge to groups and organizations for public gatherings or exhibits of a civic, cultural or educational nature. The Library reserves the right to refuse the use of rooms to any group.

Reservations must be made subject to the following conditions:

- A. The meetings shall not conflict with Library sponsored programs. In the event of such conflict, the Library program shall receive priority.
- B. The groups shall be non-profit and non-commercial.
- C. There shall be no mandatory admission fees or collections charged by any groups. Tuition and supply costs assessed by tax supported institutions or not-for-profit organizations incorporated in the State of Wyoming shall not be considered fees or collections.
- D. Library facilities may be used by any group twelve (12) times in any twelve (12) month period.
- E. Light refreshments may be served in the meeting rooms so long as the premises are left clean and orderly. Specific requests should be made for use of kitchen facilities at the time the reservations are made. All supplies and materials shall be furnished by the group.
- F. Alcoholic beverages may NOT be served by individual groups on Library property.
- G. No materials, equipment or furniture belonging to these groups can be stored on Library premises. The Library is not responsible for equipment, supplies, materials or other items owned by a group and used in the Library.
- H. When Library-owned audiovisual equipment is needed for use in the meetings, the individual reserving the room must make arrangements for the use of the equipment at the time of the reservation. Groups using such equipment assume full responsibility for any damage to Library equipment.
- I. Use of WIFI before or after Library hours must be pre-arranged with Library staff.
- J. In issuing posters, press releases or other publicity, groups may not infer that their programs are sponsored, co-sponsored or approved by the Johnson County Library.
- K. All tobacco, vapor and e-cigarette products are prohibited in the Library and on Library grounds.
- L. Any requests for exception to the meeting room policies must be presented to the Library Board in writing in sufficient time to be placed on the agenda of the next regular board meeting for consideration.
- M. It is the responsibility of the group using the meeting room to provide monitors, as needed, to see that the rules of the Library are observed. Children shall not be left unsupervised in the Library or on Library grounds while a parent is attending a meeting.
- N. Two Johnson County Library Meeting rooms, large and small, are available for public use after or before regular hours of operation. Keys may be procured from a library staff member for that purpose. Meeting Room users will sign a "Meeting Room Agreement" (appendix C) to observe meeting room policy before a key is issued. The main area of the Library will be locked with only the Meeting Rooms and bathrooms available. Meeting Room users are responsible for making sure the doors are securely locked as they leave. The key can be deposited back through the outside book drop or returned to library staff.

AMENDED 7/23/2018

MEETING ROOM AGREEMENT

The undersigned represents that he/she has read the Meeting Room Policy and agrees to abide by said policy and further agrees to indemnify the Johnson County Library for any damage to the facility or the loss or unauthorized removal from the Library of any books or other property of the Library which may occur at or the result from the meetings of this organization.

The name of the group is_____

The undersigned hereby certifies that said group is non-profit/non-commercial.

The use of alcohol, tobacco, vapor, and e-cigarette products is prohibited on Library property

DATE_____

SIGNED_____

FEE FOR SMALL MEETING ROOM: \$15.00 UP TO A HALF DAY (4.0 HOURS); \$25.00 FOR MORE THAN 4.0 HOURS PER DAY.

FEE FOR LARGE MEETING ROOM: \$25.00 UP TO A HALF DAY (4.0 HOURS); \$50.00 FOR MORE THAN 4.0 HOURS PER DAY.

Amended 7/23/2018