

MEETING ROOM POLICY

(Revised by Board Resolution 17-01 pg. 1115 01/17/17)

The meeting rooms are available at no charge to non-profit groups to help serve the community's needs for educational, informational and cultural enrichment.

For-profit organizations are required to pay the following user fees for a meeting room. Please contact the business office to complete payment.

Small Conference Rooms - \$10 per reservation

Prescott Meeting Room - \$100/\$50 half day; \$25 for less than half day

Tech Center Conference Room - \$50 per day/\$25 half day or less

Tech Center Learning Lab - \$100 per day; \$50 per half day; \$25 for less than half day

McKenzie Center Meeting Rooms - \$100 per day; \$50 half day; \$25 for less than half day There is a \$10 refundable deposit if refreshments will be served.

All rooms shall hereinafter be referred to as meeting rooms.

A \$50 key deposit is required for the McKenzie Center, if a key is needed to lock the building when staff is not present. Key must be returned within 48 hours to the Business Office to have deposit returned.

Meetings and programs must be held during the normal operating hours of the library. The Library Director may approve use of the Library and McKenzie Center beyond library hours. All use of the meeting rooms is subject to the approval of the Library Director.

Normal operating hours are:

Monday - Thursday 9 am - 9 pm

Friday and Saturday 9 am - 6 pm

Sunday 1pm - 6 pm

Library sponsored or co-sponsored meetings and programs take precedence over scheduling meetings for other groups at all times. The McKenzie Center may temporarily close while the library is reserving space for it's CLASS semesters.

No purely social functions are allowed in the meeting rooms. This includes weddings, anniversaries, receptions, funerals, birthday parties, reunions, private parties, pageants, talent or trade shows. Groups must adhere to the maximum attendance numbers for each room.

Small Conference Room #1: 6

Small Conference Room #2: 8

Tech Center Learning Lab: 12

Prescott Meeting Room: 75

McKenzie Center Room #1: 20

Tech Center Conference Room: 12

McKenzie Center Room #2: 30

Meeting or program attendees should note that unattended children are not permitted in library facilities.

The meeting rooms are available on a first-come, first-served basis. Reservations should be made in advance and can be made up to 60 days in advance, with a limit of five total active reservations. Same day scheduling can be done based on availability.

Meetings must not be of a nature that would interfere with the normal business of the library. Music and noise must be kept at a reasonable level. Please do not attach anything to the walls, ceiling or floor.

Solicitation by any person inside/outside the meeting room is prohibited except for library events. Library meeting rooms are not to be used as a sales or product promotional presentation, either directly or indirectly when labeled as an informational seminar.

Public library space such as study tables, lounge areas, technology center and other public areas which are not identified as meeting rooms are non-public forum spaces and are not suitable for meetings, programs or public speeches because they would generally create a distraction or disturbance that limits the intended use of that part of the library.

No tobacco products and no alcoholic products are allowed in the meeting room. Refreshments such as coffee, tea, soft drinks, snack foods, sandwiches, and desserts may be served in all the rooms except the computer training lab. Groups must provide their own refreshments and serving containers/utensils, and the group is fully responsible for cleanup. A \$10 refundable deposit is required if refreshments are going to be served. If a meeting room is left in an acceptable manner, deposits will be refunded within the week following the meeting. To make your deposit, please contact the Business Office.

Technology and other equipment are available for the meeting rooms and groups are responsible to set up and use that equipment. Staff may not be available to assist with the use of technology. For this reason, it is recommended that if technology and equipment are being used, patrons come in advance to make sure they can successfully operate the technology provided. Users will be charged full replacement costs for any equipment that is missing or damaged.

Publicity for a meeting held by a non-library group must not be worded in a manner that would imply sponsorship or endorsement of the group's activities by the Salina Public Library. There should be a disclaimer on all printed publicity that states: This program is not a Salina Public Library event. Granting the use of a meeting room does not imply library approval or endorsement of the group, the meeting, or the ideas presented at the meeting. The name, address or telephone number of the Salina Public Library must not be used as the official address or headquarters of an organization or group.

The Salina Public Library is not liable for injuries to individuals or for damages to or the loss of personal or organizational property of groups using a meeting room. Failure to abide by any of these rules or to cooperate with Salina Public Library staff may result in loss of meeting room privileges.