

Meeting Room Policy

The Henderson County Public Library District is aware of the need for a meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library may render under conditions set by the Library Board. **Permission to use the meeting room in no way constitutes an endorsement of any group's policies or beliefs. Users are required to include in any and all announcements, brochures, etc. that the location in no way constitutes an endorsement of views or beliefs by the Library, and no way should the user imply any such endorsement or support.**

The meeting room is available at the HCPLD for educational, civic, cultural, and public information meetings. Public use of the library's meeting room is permitted both during and after business hours. The inner library's doors will be shut after hours, although patrons can still use the bathrooms in the foyer.

Preference will be given to the Library or Library-related groups for use of these facilities. When not being used by the library, the rooms are available to the public. These rules may be modified for official library events when deemed appropriate. The Library Board and Director reserve the right to deny permission to use the meeting room.

Requests for use of the meeting room should be made in advance when possible.

HCPLD is in accordance with the American Library Association's Library Bill of Rights which, *"affirms that all libraires are forums for information and ideas... Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."*

Terms and Conditions

1. The capacity of the Meeting Room is 50 people.
2. Groups using the room must set up for their meeting.
3. Use of the Meeting Room and Kitchen (tables, chairs, etc.) is allowed but those items must be put back in the same location and condition as they were found.
4. Food and drink are permitted in the meeting room, however groups are required to clean up after themselves.
5. Trash receptacles are provided for those using the Meeting Room but all trash must be bagged and placed in the trash bin on the side of the building.
6. The library provides general janitorial services, but everyone is asked to assist in keeping the room clean and neat. The room is equipped with general cleaning supplies (broom, swiffer, dish cloths, etc.)
7. Henderson County Public Library District, or any individual associated with this institution, will not be responsible for any accident or injury associated with any individual or groups use of the Meeting Room.
8. Any problems with the use of the facility should immediately be reported to staff.
9. Any damage to the Henderson County Public Library Meeting Room, its contents, or property should be immediately reported to staff. The group may be held responsible for any damage or loss of items stolen as a result to the activities held in the Meeting Room.
10. People using the meeting room may not leave children unattended in the Library. The Library does not provide baby-sitting services for children of people using the room.

11. The building is a "Smoke Free Area". No smoking allowed.
12. No alcohol of any kind is allowed in the facility or on HCPLD property.
13. When locking up and leaving, make sure all lights are off and leave the key on the counter.
14. Regardless of how frequently a group requests the use of the meeting room, nothing should be left in it, we do not offer storage. Items left behind are not the responsibility of the Library.