

Meeting Room Policy

The Boone County Library has meeting rooms for library programs and makes these facilities available to non-profit organizations within Boone County.

Permission to use the rooms does not constitute endorsement or sponsorship of any program or event by the library. The library's name may be used only in reference to location, not sponsorship. Applications for use of the rooms must be submitted at least 10 days in advance of the proposed meeting. The library may cancel any reservation in the event of a conflict with a library program. Notice of such cancellation will be given as soon as possible. Organizations must notify the library of any cancellation on their part as soon as possible. The library cannot be responsible for items left in the rooms.

- The organization conducting the meeting shall be financially responsible for damage to walls, floor covering, tables, chairs, kitchen equipment and/or fixtures and any other contents of the rooms.
- The organization in whose name the reservation has been confirmed shall be the same organization conducting the meeting for which the application is made. Applicants must be at least 21 years of age and must be residents of Boone County. No admission fee may be charged.
- Use of the library meeting rooms shall be limited to the dissemination of information. Library meeting rooms may not be used for personal or private profit.
- Library meeting rooms may not be used for social gatherings.
- Library meeting rooms may only be scheduled for use during regular library operating hours.
- After the meeting, a representative of the organization must meet with a library staff member to check the room, and record the number of participants at the meeting.
- Programs or meetings may not disturb the use of the library by other patrons.
- Smoking and/or alcoholic beverages are not permitted.
- Groups using the kitchen must furnish their own supplies such as cooking and eating utensils, cloths, cleaning supplies, paper goods, et cetera, and must leave the kitchen in an orderly fashion.
- Nothing may be attached to any surface of the room other than the bulletin board. Bulletin boards and dry erase boards must be cleaned at the close of the meeting.
- Use of the room by the library or the county governing authorities for any purposes shall be permitted.
- All meetings must be open to the public should anyone wish to attend.

Damages

Damages to the premises, equipment or furnishings as a result of group use will be charged to the group responsible. The using organization and its members, jointly and severally, assume and shall bear full responsibility for loss of, or injury or damage to, any property of the Boone County Public Library as shall be caused or inflicted by the using organization, its members, affiliated persons, guests, invitees, or licensees.

Disclaimers

The fact that a group is permitted to meet at the Library does not imply Library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the Library is not a sponsor of the event.

Priorities

Governmental or non-profit groups, and for-profit groups or businesses located in Boone county are invited to use the library's meeting rooms. The library reserves the right to schedule and make room assignments according to the library's needs. Additionally, the library reserves the right to alter the meeting room schedules according to the library's needs. In general, the library allows groups to reserve meeting rooms on a first-come, first-served basis, or (in case of conflict) according to the following order of priority:

- Library Programs and Meetings—which involve efforts of library staff, Library Board, Friends of the Boone County Public Library or Library Foundation
- Local Government Meetings/Programs—official meetings or programs of Boone County agencies/departments.
- Meetings or Programs of Nonprofit Educational, Cultural, Civic or Social Organizations—open to the public.
- Activities of For-Profit Organizations/Businesses—classes, workshops, and meetings, excluding activities that result in direct profit, promotion, sales solicitations, or requiring a fee to attend. Only businesses located in Boone County may use the rooms. Any advertisement for the meeting or program must include the following disclaimer: “The Boone County Public Library is not sponsoring or endorsing this program or any goods or services offered.”