

Community Room Policies

The Neosho Newton County Library welcomes the public use of its meeting space in keeping with the Library's mission to inform and enrich our community by creating and promoting access to a vast array of ideas and information for lifelong learning and creating a comfortable place to visit and use.

The meeting room is made available free of charge to any non-profit or governmental organization engaged in educational, cultural, intellectual or charitable activities.

All groups or organizations scheduling the meeting room must fill out the Community Room Use Form at least one week prior to day of use. All applications must have director's approval.

Other groups, including but not limited to baby/wedding showers, family gatherings, graduations, and anniversaries, will be charged a \$200 use fee/cleaning deposit-(cash or checks only accepted) along with a copy of driver license, which must be attached to the Use Form. Users must return the Community Room check out-list to the circulation desk at which time the \$100 cleaning deposit check will be returned if staff found room acceptable. Damage fees may be charged. The charge for using the room is \$100.00

After-hours meetings must pay a \$5 door fob fee, which unlocks the doors. If this is returned, the fee will be refunded.

No admission fees or collections will be allowed for any event scheduled in the meeting rooms. Pass-through costs of educational materials may be collected. The sale of an author's books during a book-signing event is allowed. Library-sponsored events for the purpose of raising funds for the library is allowed.

Library-sponsored activities and programs will always receive first priority.

The library does not advocate or endorse any non-library meeting held in the community room.

The room must be vacated by 9 p.m., otherwise the alarm will sound and the police will be summoned.

No alcoholic beverages, tobacco or illegal drugs may be used in the community room.

No candles or open flames are allowed at all.

Children must be supervised at all times. Failure to do so may lead to expulsion of violators.

Room use involves tables, chairs, AV and internet access. Any additional equipment is the responsibility of the person or agency booking the room.

Please note: The user is responsible for scheduling any training in the use of library equipment in advance of the meeting. An equipment check-list will be provided to insure

all pieces are returned to us. Equipment trained Library staff may not be available to assist in trouble-shooting equipment during the event.

The kitchenette is also available for use, and must be left clean after use. It is not intended to prepare a meal, but to warm and serve on site. All food must leave the building with you.

No materials, equipment or furniture belonging to the organization may be stored on library premises, and the library does not assume responsibility for any materials or items left on the premises, or any item that is lost, stolen, or broken.

No tables and chairs will be allowed out of doors. The flag is to be left in the Community Room-DO NOT PUT IN THE CLOSET.

Meeting room set-up, break-down and clean-up is the responsibility of the group using the room. A cleaning fee or loss of privilege may result if an organization fails to leave the meeting room in good order.

No signs, displays, decorations or exhibits may be attached to the doors, walls, or windows of the room. The use of thumbtacks and any kind of tape is not allowed. If this policy is violated, the cleaning deposit will be kept by the library. Additional charges for damages may be incurred as well. A bill will be sent to person who signed the Community Room Use Form.

For non-library events, you may not use the library's phone number as a contact number for press releases or other public relations materials.

The meetings and events must not interfere with the normal operation of the library. The parking lot may not be blocked for loading or unloading.

If a meeting is cancelled, the library must be notified 24 hours before, unless inclement weather or other emergencies occur. Fees or deposits paid in advance will be refunded if the room is cancelled within this time.

Any exceptions to the policies must be approved by the director on a case-by-case basis.

The library makes its premises available on equal terms to all persons, regardless of their race, sex, color, age, beliefs or affiliations. Library permission for a group to use a meeting room space does not constitute an endorsement of the group.

