

## **McComb Public Library Meeting Room Policy**

### The Library Meeting Room:

- has been certified by the fire department to hold a maximum of 40 people.
- use is not restricted due to race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. The library does not endorse the philosophies or practice of any such group renting the room.
- is available to civic, cultural, educational, and individual groups. Families and organizations may use the room for social functions.
- may be used by local and state non-profit agencies free of charge for confidentiality reasons with properly completed paperwork at the discretion of the library director or assistant director.
- may be used by educational and non-profit groups at no charge with a deposit required.
- may be used by political parties if advertised as such. Any political meeting must be open to the public.
- is not available for religious services or any meeting which will be disruptive to the purpose of the library.
- is available for children's parties. A maximum of 15 children per any rental (Party, Scouts, 4-H, etc.) with 2 adults (18 years or older) must be present at all times for supervision.

### **Use of the Meeting Room Guidelines:**

- Meeting keys are to be returned promptly after the meeting. Keys should be returned to the circulation desk if the library is open. If the library is closed, the keys are to be returned in the envelope provided in the library book drop.
- No smoking, alcoholic beverages or open flames are permitted in the building.
- The library provides limited equipment for the serving of refreshments.
- No tape, nails or other adhesives may be applied to walls. Any tape used on tables is to be removed completely.
- No glitter, silly string, paint, slime, etc.
- All areas – including tables and chairs - are to be left in a clean & sanitary condition.
- You must furnish your own trash bags, dish towels, etc.
- The person renting the room is responsible for cleaning to include sweeping & removing of trash to the outside receptacle located outside the fire exit door. The deposit will be returned once the room has been checked by staff.

**I understand that I have read the McComb Public Library Meeting Room Policy and will comply with all guidelines as listed.**

**I understand that as the person renting the room I assume full responsibility for any damage to library property, buildings or equipment that results from use of the room.**

Name of Individual \_\_\_\_\_

Phone/Cell \_\_\_\_\_ Address \_\_\_\_\_

Type of Meeting \_\_\_\_\_

Date of meeting \_\_\_\_\_ Time \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Fees for the use of the room:**

No charge \_\_\_\_\_ educational groups and non-profits (deposit required)

\$20.00 \_\_\_\_\_ Individual use

\$25.00 \_\_\_\_\_ **DEPOSIT** Cash or Check (Staff circle type of deposit) – 2 separate checks are needed for use and deposit

**Deposit returned on** \_\_\_\_\_ (date) by \_\_\_\_\_ Staff member

\_\_\_\_\_ Patron Signature

**Staff Checklist:**

\_\_\_\_\_ Copy of form to patron

\_\_\_\_\_ Deposit check/cash placed in envelope, marked with information, place to side of cash drawer

\_\_\_\_\_ Check/cash for use of room, recorded on daily money sheet and placed in drawer

\_\_\_\_\_ Mark meeting room calendar with patron name and time of use

Keys are not given until fees are paid and form completed and signed.

**Library use of the meeting room takes precedence over use by any outside person or group.**