
LIBRARY MEETING ROOM

PURPOSE

This policy is enacted to define the uses and establish fees for the North Las Vegas Library District's meeting room(s). The meeting room is primarily for the use of the Library District, its Boards and related organizations. It is to be used for programs and conferences related to its services. However, when not being used by the Library District, its Boards and related organizations, it will be available to other groups and organizations for meetings which are cultural, educational or civic in nature, or which will enhance the local governmental agencies or the Library District's ability to better serve the community.

Permission to use the meeting room does not constitute an endorsement by the North Las Vegas Library District of the user, or the user's beliefs, program, products and/or services. Neither the name nor the address of the North Las Vegas Library District may be used as the official address of any organization, or to publicize any event, except to announce the location of said event. Access to the meeting room will not be limited on the basis of race, religion, age, sex, national origin, sexual orientation or disability. The use of the meeting room must conform to the following rules:

I. GENERAL

- A. Advertising or promotion of products or services will not be permitted. No admission fee may be charged, donations solicited or a collection taken at any meeting, except in the case of a Library District sponsored activity or when the Library District will be the recipient of the proceeds. Other fees or sale of items to recoup costs must be approved in advance of the meeting and must be specifically listed in all meeting room applications.
- B. The Library District does not accept standing reservations beyond three consecutive months, except for the Library District's Boards.
- C. Organizations or groups using the meeting room shall not attach anything to the walls. The applicant is responsible for paying for any and all damages incurred while using the room. Individuals or groups using the facility assume full responsibility for any damage, accidental or willful, caused during its use.

Approved: 07/21/2014
By: Board of Trustees

Library Meeting Room

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- D. The Library District does not carry insurance on exhibits, equipment, or supplies used by any group, and will not be responsible for lost, stolen, or damaged property belonging to those using the facility or for any property left on the premises. A group's use of the meeting facility shall not cause any disruption of normal Library District operations.
 - E. Alcoholic beverages are not allowed in the meeting room. The Library District will not provide staff to prepare or serve refreshments, nor for the set-up or clean-up of the room.
 - F. Smoking is not permitted in the meeting room nor within the facilities of the Library District.
 - G. Any and all reservations are subject to cancellation, with or without cause, at the discretion of the Library Director.
 - H. The Director has the option of denying a request, if he/she feels it will be limiting access to the community.

II APPLICATION PROCEDURE

- A. A completed and signed application must be submitted for approval, at least four weeks prior to the meeting date. Applications will be considered on a first received, first reserved basis.
- B. Applications for use of the meeting room are available at the North Las Vegas Library District and can be picked up and returned to the Library District during regular public service hours.
- C. All applicable fees must accompany the completed application.
- D. Groups canceling a meeting at least 72 working hours prior to the stated meeting time will have their fee refunded. Groups that cancel a meeting and fail to notify the Library District within the stated 72-hour period will not have their fee refunded.

III TIME SCHEDULE FOR MEETINGS

No meeting will be scheduled when the Library District is closed to the public, unless special arrangements are made. Additional fees will apply to those meetings scheduled when the Library District is closed to the public. The

meeting room must be vacated fifteen minutes prior to the library's posted closing time.

IV APPROVAL, EXCEPTION AND REVOCATION

- A. The Library Director or his/her representative, must approve all meeting room requests.
- B. Exceptions to this policy may only be made by the Board of Trustees or by the Library Director.
- C. The Library Director reserves the right to revoke facility use privileges of the individual and/or group that does not comply with the policy stated herein.

V. MEETING ROOM FEE SCHEDULES

In an effort to bolster the Library District's collection of books and related materials and to recover, in part, the utility and custodial costs related to the meeting room, the Board of Trustees has established a schedule of charges applicable to all groups and organizations. All Reservations are for a minimum of 1 hour, with a minimum of 2 hours for any meeting scheduled to end later than 5:00 p.m.

	<u>Entire Room</u>	<u>Half the Room</u>
Per Hour	\$ 30.00	\$ 20.00

NORTH LAS VEGAS LIBRARY DISTRICT
Application for Use of the Meeting Room

Name of Group or Organization _____

Name of person completing this application _____

Requested program date(s) _____

Beginning Times _____

Ending Times _____

Estimated attendance at the program(s) _____

Will refreshments be served? _____ Yes _____ No

Will the kitchen be used? _____ Yes _____ No

Authorized Contact Person or Representative (Please Print)

Name _____

Address _____

Telephone Nos. (Home) _____ (Work) _____

(e-mail address) _____

I have read the policy statement regarding the use of the North Las Vegas Library District's Meeting Room and as an authorized representative of the above-named group, I agree to indemnify and hold harmless and release the North Las Vegas Library District's Board of Trustees, its agents and employees from any and all liability, loss, damage, costs or expenses which it may hereafter incur, suffer, or be required to pay, including any personal injury suffered by users of this facility arising from or connected with this activity or program.

Signature _____ Date _____

Please print your name _____

For Library Use Only

Date Received: _____ Received By: _____ Group Status: _____

Fees Charged: _____ Method of Payment _____

Permission Granted By: _____

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