

CITY OF BENNINGTON PUBLIC LIBRARY COMMUNITY CONFERENCE ROOM USE POLICIES

The City of Bennington Public Library welcomes the public use of its meeting facilities in keeping with the Library's vision of creating opportunities to engage, connect and discover. Meeting rooms are primarily for use by the library to present library-sponsored events. When not in use by the library meeting rooms are available for use by the community. Library/City needs may preempt any other scheduled event.

The intent of this policy is to establish guidelines and procedures for the use of the Bennington Community Conference Center meeting rooms. The responsibility for implementing this policy and for scheduling meeting rooms rests with the City Clerk and Library Director. The City Clerk and the Library Director retain final authority for approving requests to use the meeting rooms. Questions, which are not covered in this policy, should be addressed to the City Office 402-238-2375 or the Library 402-238-2201.

Use of the Library's meeting rooms does not constitute Library/City endorsement of viewpoints expressed by participants. Advertisements or announcements implying such endorsements are prohibited.

Utilization of meeting rooms must be in full compliance with all local, state and federal laws.

RESERVATIONS & APPLICATION PROCEDURES

1. Reservations are required to use community conference meeting rooms.
2. An application must be completed to make a reservation.
3. The applicant reserving a room (point of contact for group reservation) must be at least 19 years old. The applicant, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as a result of the use of the facilities.
4. A valid Bennington Public Library card in good standing is needed by the applicant to secure a reservation.
5. Requests will be honored on a first-come, first-served basis.
6. The room reservation should allow for setup time and cleanup.
7. The reservation fee is due one week prior to the date of the reservation. If the fee is not received, the reservation may be released without prior notification.
8. Local non-profit groups will be exempt from the reservation fee, but a damage/cleaning refundable deposit of \$25 is required at the time application is submitted. Donations are always welcomed and appreciated.
9. Application forms need to be submitted as far in advance as possible. Reservations cannot be made more than one year in advance or less than 72 hours in advance of the requested date.
10. An applicant will be restricted to a maximum of two meetings per month.
11. To provide an opportunity for new applicants to use the meeting rooms, an applicant meeting on a repetitive basis cannot reserve meeting rooms more than a year in advance.
12. Confirmation or denial of applications will be done by e-mail.

CANCELLATIONS

If it is necessary to cancel a reservation, the City Clerk or Library Director must be notified as soon as possible.

USE & CARE OF FACILITIES

1. Meeting rooms are to be left as they are found, including arrangement of furniture, etc. This includes cleaning, vacuuming, emptying trash, wiping down tables, chairs, counters, sinks, floors, glass, etc. Basic cleaning supplies and a cleaning checklist will be provided.
2. An applicant using a community meeting room shall be responsible for any damages to the room or its contents, including any audiovisual equipment.
3. Permission to use meeting rooms may be withheld from an applicant damaging the room, carpet, equipment, or furniture; causing a disturbance, or any other failure to comply with the rules and regulations.
4. A charge will be assessed for any special cleaning or repairs made necessary due to damage by the applicant.
5. Equipment, supplies, or personal effects cannot be stored or left in library meeting rooms before or after use. Neither the city/library nor its employees shall assume responsibility for any property of an applicant. At the end of each meeting, all of an applicant's property must be removed from the meeting room.
6. Tacks, nails, glue, or tape shall not be used on walls, furnishings, or equipment.
7. The applicant is responsible for any special arrangement or rearrangement of furniture. Library/City staff will not aide in furniture or equipment arrangement. Any special table or seating arrangements shall be the responsibility of the applicant.
8. Attendance at meetings must be limited to the capacity of the individual meeting room.
9. Clear access to exits must be maintained within the room's seating arrangements.
10. Smoking, open flames, burning incense, and lit candles are prohibited.
11. An applicant's activities involving more than normal wear and tear on rooms are NOT permitted.
12. Dishes and kitchen utensils must be furnished by the applicant.
13. Kitchen and bathrooms must be left clean and in good order.
14. Alcoholic beverages are NOT allowed.
15. An applicant may arrange to use meeting room audio/visual equipment where it is available. However, no one shall operate meeting room equipment unless they are properly trained by library/city staff prior to an event. Library/City staff cannot guarantee that personal electronic items will work with meeting room audio/visual equipment.

OTHER CONSIDERATIONS

1. In addition to the above regulations, an applicant may from time-to-time be denied use of meeting rooms if granting the request would result in undue interference with regular library operations. Undue interference includes, but is not limited to: insufficient parking place for library customers, noise level of the group, food odors, unsupervised children, etc.
2. An applicant who repeatedly cancel without proper notice or fail to use a reserved meeting room may lose their meeting room privileges.

3. Library/City staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with library-sponsored programs and/or special events. In such cases, the library will make its best effort to give advance notice.

4. The City/Library reserves the right to revoke permission to use any meeting room to any applicant who violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

Room	Capacity	Amenities	Rental Fees (Waived for library, or city sponsored activities and nonprofit groups)
A	10 Meeting/tables & chairs	TV	\$10/hour 8 hour maximum
B	30 Meeting/tables & chairs 48 Banquet/tables & chairs 72 Theater/chairs only	86" interactive touch panel TV Microphone Kitchen	\$20/hour \$120 maximum 8 hour maximum
C	18 Meeting/tables & chairs 24 Banquet/tables & chairs 28 Theater/chairs only	TV Kitchen	\$15/hour \$100 maximum 8 hour maximum
BC	48 Meeting/tables & chairs 84 Banquet/tables & chairs 117 Theater/chairs only	86" interactive touch panel TV Microphone Kitchen	\$35/hour \$200 maximum 8 hour maximum
Checks should be made payable to City of Bennington			

Approved by Bennington City Council
December 10, 2018

Approved by Bennington Public Library Board of Trustees
December 17, 2018