

KIMBALL PUBLIC LIBRARY CULTURAL AND WEST ROOM POLICY

1. The meeting rooms are available, free of charge, for public gatherings of a civic, cultural or educational character. Social gatherings and commercial ventures will be charged a minimum of \$20.00 fee for the West Room and \$30.00 for the Cultural Room. Please see the director to discuss the fee.
2. Library programs will receive first consideration in scheduling events.
3. Reservations shall be made by contacting library personnel to have the date put on the booking calendar. Dates may be reserved in advance on a month-to-month basis. If a conflict in scheduling arises, the staff may schedule the meeting in another part of the library.
4. Groups may use the meeting room during normal operation hours of the library. For meetings held before or after library hours, special arrangements shall be made with the director.
5. Light refreshments or meals may be served. Alcoholic beverages may not be served. Groups using the room are responsible for providing their own refreshments and utensils. A coffee pot is available for use.
6. Smoking is not allowed.
7. No activities, such as handicrafts or projects involving paint and other materials, shall be permitted without the approval of the library director.
8. All items placed in the room will be done so at the risk of the owner.
9. Users are responsible for cleaning the room after use. Additional fees may be assessed at the discretion of the Library Board.
10. A policy governing the use of the room will be posted in the Meeting Rooms and also at the circulation desk.
11. No materials in the custody of the Plains Genealogical Society and the Friends of the Library housed in the Cultural Room may be checked out unless special permission is acquired from the respective organizations.
12. Contributions to the library will be accepted and appreciated by the Library Board.

Reviewed 11/97

Reviewed & Revised and Approved by the Library Board 5/12/05, 08/11/05, 08/23/06 and 10/15/07

REVIEWED, REVISED AND APPROVED 10/25/10

REVIEWED AND APPROVED 11/10/14, 1/08/2018

REVIEWED, REVISED, AND APPROVED 1/11/2021