

Chickasha Public Library
Meeting Room Policy
July 2017

The Library Meeting Room Policy is subject to City Code, Chapter 15, Article 4, Section 15-4-1 (1) and Section 15-4-2 (a). See attached.

I. Usage.

- a) The Large Meeting Room and Conference Room are available to organizations, groups, or individuals requiring the facilities.
- b) The rooms are available to persons who wish to sponsor programs for minors. A person age twenty-one (21) or above must be present throughout the planned activity.
- c) Only the Large Meeting Room may be reserved for meetings at which children younger than 12 years will be present.
- d) At no time may an adult be alone with a minor or two minors be allowed alone.

II. Time of Availability.

- a) Either room is available during regular Library hours.
- b) The Large Meeting Room is available after regular Library hours until midnight and on Sunday afternoon until 9:00 p.m.

III. Charges and Fees.

- a) The following fee schedule will be charged for the use of the Large Meeting Room: \$30 for 4 hours, \$50 for 8 hours, or \$100 for 2 consecutive days.
- b) This fee will only be refunded if the reservation is cancelled with a minimum of 24-hours notice. Refunds may take up to three weeks to process.
- c) Non-profit organizations will not be charged a fee. Documentation to verify such status is required.

IV. Reservations.

- a) The meeting rooms must be reserved at least one day in advance of usage except in the case of an emergency. Library Staff will determine if an emergency exists.
- b) Reservations may be made online, by telephone or in person at the Library. A contract must be signed within three days of verbal confirmation.
- d) Groups or organizations may use the room no more than twelve times in a calendar year.
- d) Groups, individuals, or organizations may reserve the meeting rooms no more than five times in any one month.
- e) No group, individual, or organization may use the meeting rooms for more than two consecutive days, including time to set up and remove equipment

V. Food Service.

- a) The kitchen facilities in the Large Meeting Room may be used for light and simple refreshments. Meals may be served but **No cooking or open flame allowed.**
- b) No illegal substance, smoking, vaping, alcohol, or tobacco is permitted on the Library premises.
- c) Any group, individual or organization using the Large Meeting Room is responsible for clean up. A checklist will be provided.
- d) Any group, individual, or organization using the meeting rooms will be responsible for the repair, restoration, or replacement of missing or damaged items to the satisfaction of Library staff.

VI. Decorations

- a) Decorations may be used only on fabric walls in the Large Meeting Room.
- b) Any group, individual, or organization using the meeting rooms must remove decorations or exhibits upon completion of the meeting/activity.
- c) If the group, individual, or organization using the rooms needs to place a sign in the lobby, the Library will provide an easel for this purpose.

VII. Responsibility

- a) The noise level must be kept in the rooms.
- b) All meetings and activities must be confined to the meeting rooms and cannot extend into the lobby or the remaining parts of the Library building or premises.
- c) Groups and organizations may hand out flyers, sell goods, or solicit for donations inside the meeting rooms only but cannot carry such activity into the lobby or the remaining parts of the Library building or property.
- d) For after-hours usage, the Library door key will be issued only to a responsible individual or group representative after identification and signed agreement to this policy. The key must be obtained during regular Library hours and placed in the outside bookdrop upon completion of the meeting.
- e) During after-hours usage, the reserving entity and their responsible representative will be liable for security for the entire premises exposed by their usage. This will include the lobby, restrooms, and Library Meeting Room.
- f) The responsible person must secure the premises after usage and will be liable for loss, damage, or incurred excess costs should they fail to do so.
- g) Library reserves the right to deny future access to room if customer does not adhere to policy.
- h) If a customer comes in and the room is in unacceptable condition, i.e. not clean or is damaged; a photo(s) should be taken and emailed to the Director immediately at lillie.huckaby@chickahsa.org. The customer should follow with a phone message to 405-222-6075 and then proceed with their meeting.

Chickasha City Code, Chapter 15

Article 4. Municipally-Owned Meeting Halls.
Sec. 15-4-1. Meeting halls

The following buildings and parks have meeting rooms or areas that are available for use by the public through a reservation system:

- (1) Chickasha Public Library
- (2) The Washita Valley Community Center
- (3) Historical Railroad Depot
- (4) Shannon Springs Bathhouse
- (5) Shannon Springs Shelters (East and West)
- (6) Shannon Springs Amphitheater
- (7) Such other rooms and places that may be designated at a later date.
(Amended Ord. No. 2013-10, 4/1/2013).

Sec. 15-4-2. Reservation Policy

- (a) The Library Board sets reservation policies for the Public Library.
(Amended Ord. No. 2013-10, 4/1/2013).

Sec. 15-4-3. Rental Rates

Rental rates are established by City Council by Resolution.
(Amended Ord. No. 2013-10, 4/1/2013).