

Meeting Room Policy

The Boone County Library has meeting rooms for library programs and makes these facilities available to other organizations.

The library reserves the right to schedule and make room assignments according to the library's needs. Additionally, the library reserves the right to alter the meeting room schedules according to the library's needs. In general, the library allows groups to reserve meeting rooms on a first-come, first-served basis, or (in case of conflict) according to the following order of priority:

1. Library Programs and Meetings—which involve efforts of library staff, Library Board, Friends of the Boone County Library or Library Foundation.
2. Local Government Meetings/Programs—official meetings or programs of Boone County agencies/departments.
3. Meetings or Programs of Nonprofit Educational, Cultural, Civic or Social Organizations—open to the public.
4. Activities of For-Profit Organizations/Businesses—classes, workshops, and meetings, excluding activities that result in direct profit, promotion, sales solicitations, or requiring a fee to attend. Any advertisement for the meeting or program must include the following disclaimer: "The Boone County Library is not sponsoring or endorsing this program or any goods or services offered."
5. Other entities. Any advertisement for the meeting or program must include the following disclaimer: "The Boone County Library is not sponsoring or endorsing this program or any goods or services offered."

Permission to use the rooms does not constitute endorsement or sponsorship of any program or event by the library. The library's name may be used only in reference to location, not sponsorship. Applications for use of the rooms must be submitted at least 10 days in advance of the proposed meeting. The library may cancel any reservation in the event of a conflict with a library program. Notice of such cancellation will be given as soon as possible. Organizations must notify the library of any cancellation on their part as soon as possible. The library cannot be responsible for items left in the rooms.

- The organization/person conducting the meeting shall be financially responsible for damage to walls, floor covering, tables, chairs, kitchen equipment and/or fixtures and any other content of the rooms.
- The organization/person in whose name the reservation has been confirmed shall be the same organization conducting the meeting for which the application is made. Applicants must be at least 21 years of age and must be residents of Boone County. No admission fee may be charged.
- Library meeting rooms may only be scheduled for use during regular library operating hours.

- After the meeting, a representative of the organization must meet with a library staff member to check the room, and record the number of participants at the meeting.
- Programs or meetings may not disturb the use of the library by other patrons.
- Smoking and/or alcoholic beverages are not permitted.
- Groups using the kitchen must furnish their own supplies such as cooking and eating utensils, cloths, cleaning supplies, paper goods, etc, and must leave the kitchen in an orderly fashion.
- Use of the room by the library or the county governing authorities for any purposes shall be permitted.

The fact that a group is permitted to meet at the library does not imply library approval of the group or of the ideas presented at the meeting. Publicity for meetings or programs must make it clear that the library is not a sponsor of the event.