

Thomas County Public Library System

Meeting Room Policies

The branches of Thomas County Public Library System (“the Library”) have meeting rooms (“the rooms”) available for Library programs, and the Library makes the rooms available to all individuals and organizations within Thomas County subject to the conditions, requirements and restrictions found below.

Permission to use the rooms does not constitute the Library’s endorsement or sponsorship of any program or event for which the rooms are used. The Library’s name or the name of any branch of the Library shall be used only in reference to location, and shall not be used in connection with sponsorship or endorsement of any use of the rooms or activities during that use. An individual or organization that seeks to use the rooms (herein, “Applicant”) must submit an application for use of the rooms at least 10 days before any proposed use. The Library may cancel, revise or reschedule an Applicant’s scheduled reservation of the rooms upon reasonable notice to the Applicant. An Applicant shall notify the Library of any cancellation on their part as soon as possible.

The following conditions, requirements and restrictions apply to any use of the rooms:

- An Applicant, whether an individual or organization, shall complete and submit the attached application at least 10 days before any proposed use of the rooms.
- An Applicant, who is an individual, shall be a resident of Thomas County and at least 18 years of age.
- An Applicant, which is an organization, must have a person sign the application on behalf of the organization that is at least 18 years of age.
- All state and local fire codes must be observed in addition to any and all other city ordinances, county ordinances, federal or state law.
- Activities taking place during use of the rooms shall be open to the public, no admission fee may be charged; the activity shall not be closed to any person regardless of age, gender, race, religion, national origin, disabling condition or any other legally protected category.
- The Applicant shall be financially responsible for damage to walls, floor coverings, tables, chairs, kitchen equipment, fixtures, contents of the room, and any other property damage of any kind or description.
- An Applicant shall be the same individual or organization that makes use of the rooms.

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- An Applicant's use of the rooms shall be limited to the dissemination of information and may be educational, information, cultural or civic in nature. Library meeting rooms shall not be used for any commercial purposes or promotional purposes.
- With the exception of activities which directly benefit the Library, such as an activity sponsored or held by the Friends of Library, no admission may be charged during use of the rooms; no collection may be taken; no purchase may be required; and, no registration of attendance may be required.
- A collection may be made ONLY if it is to defray the costs of materials.
- The rooms shall not be used for social gatherings, private parties or private celebrations.
- The rooms may be scheduled for use during regular operating hours of the Library. All use of the rooms shall end 15 minutes before closing of the Library's branch.
- An Applicant's use of the rooms, because of noise or any other factor, shall neither disrupt the ability of the Library to conduct its operation in a normal and orderly manner nor disturb use of the Library by other patrons.
- Smoking and/or alcoholic beverages are not permitted.
- The Library has a limited supply of various kinds of audio-visual equipment that may be during an Applicant's use of the rooms. The equipment must be scheduled for use when the room is reserved.
- Any Applicant that uses the kitchen, where available, within the Library shall furnish their own food and supplies and shall leave the kitchen in an orderly fashion. No food or beverage is allowed in the conference room.
- Nothing may be attached or posted to any surface of the room.
- Use of the room by the Library or the county authorities for any purposes shall be permitted.
- The Library, the Library Board of Directors, and its staff do not assume any liability for individuals or organizations which use the rooms or attend an activity within the rooms.
- The Applicant shall be responsible for leaving the room in the same condition as it was found. The Applicant is also responsible for discarding all trash and materials brought into the room by the Applicant or an attendee of the Applicant's activity.
- The Library will not prepare, store or retain any materials used in connection with the use of the rooms.
- The Library reserves the right to deny future access to Library facilities if a group fails to comply with any policy set forth herein.

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