

CHURCHILL COUNTY LIBRARY MEETING ROOM POLICY

The community meeting room (hereinafter “meeting room”) provided by the Churchill County Library (hereinafter “library”) is for library-sponsored programs, for carrying out the mission and goals of the library, and for use by other governmental agencies.

When the library or another governmental agency is not using the meeting room, it is available for use by the public in accordance with this policy. Social events, as described further below, are prohibited. The library reserves the right to impose special conditions on the use of the meeting room that are not contained within this policy. Such special conditions must be put in writing and approved by the Library Director.

The Churchill County Library is an institution dedicated to free expression of and access to ideas representing all points of view. Accordingly, subject to all applicable laws and library policies, the library’s meeting room is available for the activities of individuals or groups. Permission to use library facilities, in and of itself, does not constitute an endorsement or sponsorship by the Library, the Library Board of Trustees, or Churchill County. By submitting a meeting room reservation request, users agree to abide by all applicable laws and library policies, and release Churchill County, the Library Board of Trustees, the Churchill County Board of County Commissioners, and the Churchill County Library from all liability.

All programs and meetings must be open to the public. Meeting spaces may only be used by applicants and users that do not unlawfully discriminate in their membership practices.

Meeting spaces are not available for private social gatherings (parties, weddings, bridal showers, baby showers, family reunions, graduation ceremonies, etc.).

The meeting room may not be used for fundraising purposes unless the funds raised directly benefit the Churchill County Library. Registration fees covering materials are permitted. Buying and selling are not permitted on library property unless given explicit approval by the Library Director or his/her designee in advance. Meeting room users, groups, or individuals may not charge or solicit fees, dues, or donations as a condition of attending, or during any meeting or program.

All Library-sponsored and Churchill Library Association sponsored meetings/programs take first priority on the schedule. The library reserves the right to reschedule an existing reservation if the space is needed for a program or meeting. The library will give a minimum of 30 days written notice to the person or group whose reservation will be rescheduled.

A. Scheduling

1. Reservations will be on a first-come, first-served basis. Reservations are made for a specific time, which must include any time needed to set up and take down for the meeting. The library does not provide any equipment for meetings. The room has wireless access.
2. Meeting room may be reserved **no more than sixty days** in advance; with the exception of library programming. The meeting room application must be signed by an adult, age 18 or older who has a current Churchill County Library card, in good standing, to reserve the room. Groups comprised of minors under the age of 18 are required to have adult supervision at all times. Government agencies using the meeting room for educational programs to benefit the community are not required to have a library card.
3. If a group or individual wants to use the meeting room, a key must be checked out during library hours. Keys must be returned in person during library hours or placed in the book drop upon conclusion of the meeting if the library is closed. Failure to return the key may incur replacement costs and may result in the loss of future meeting room privileges.
4. If the library is forced to close due to an emergency situation, the meeting room will not be available and the library is not obligated to provide an alternate meeting space.

B. Safety

1. The library is not liable for injuries to people or damage to property, individuals, or organizations using the meeting room.
2. Groups and organizations using the library's meeting room shall adhere to regulations regarding the number of persons allowed to occupy a room at any given time. The numbers shall not exceed the limit prescribed and posted in that facility.
3. The room shall be left in the same condition in which it was found, including the placement of chairs and tables.
4. Activities that create a substantial risk of damage to or destruction of library property are prohibited in the library meeting room. The meeting room must be left in a clean and orderly condition. Groups and individuals will pay the cost for repair of any damages to facilities or equipment for which the group or individual is responsible.
5. Accidents and any damage caused to library or County property are to be immediately reported to library staff.

C. Acceptable Room Use

1. Groups and individuals using the meeting room may not disrupt the use of the library by others. Persons attending meetings or programs are subject to all applicable Library and County policies. Churchill County Library reserves the right to revoke

meeting room privileges at any time when policies or procedures are not followed. Print copies of library policies are available upon request or on our website.

2. Food and non-alcoholic beverages may be served upon the approval of the Library Director or his/her designee. Alcohol may not be served except at library sponsored functions. The meeting room may not be used to cook or warm food except at library sponsored functions. The use of canned or open flame (such as candles, sterno) and other heating devices (such as electric burners, hot plates) is prohibited except at library sponsored functions.
3. Set-up and clean-up are the responsibility of the group. All groups are responsible for cleanup of the room, including removing trash and any other meeting materials left behind. Library staff will not be available to help.
4. Any group or individual using the meeting room must remove all personal property. No storage will be allowed before or after the time reserved for using the meeting room. The library is not responsible for lost, stolen, or damaged property. The library will not be responsible for materials or equipment left in the building.
5. Library staff will have access to the meeting room at all times and may attend or observe any meeting or any program at any time. The name, address, website, and/or phone number of any library, including the Churchill County Library, may not be used as the address or headquarters of any group. No applicant or groups and individuals using the meeting room may imply library sponsorship agreement without prior approval, and such approval shall be in writing and in accordance with library policy.

D. Publicity

1. Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Churchill County Library does not advocate or endorse the viewpoints of meetings or meeting room users."
2. The use of the meeting room by a non-library group shall not be publicized in such a way as to imply library sponsorship of the group's activities.
3. The person signing the meeting room contract is the contact person for the group and becomes responsible for answering questions from the public. The library will not assume this responsibility.

Failure to adhere to these conditions may result in loss of future privileges in the use of any Library facility.

Reviewed & re-adopted March 2009

Updated and re-adopted March 28, 2013

Revised and approved by the Churchill County Library Board of Trustees on December 28, 2023

Churchill County Library Meeting Space Application

ALL FIELDS ARE REQUIRED

Name of Person Reserving the Room

Name of Community Group or Non-Profit Organization

Phone Number

Library Card Number

E-Mail Address

Address

Type of Organization

Purpose & Description of Meeting

Date of Meeting

Day of Week of Meeting*

Start Time*

End Time*

Number Attending*

Acknowledgments

I, as an individual, or as a representative of the below community group or non-profit organization, accept financial responsibility for any damage or loss of Churchill County Library (hereinafter "Library") equipment incurred to the Library as result of use of Library meeting space.

The use of meeting space shall be at the sole risk and expense of myself, my community group, or my non-profit organization and the Library is expressly relieved of any responsibility for any damage or loss to me or any other party resulting from such use.

By initialing below, I am attesting that I have read the Churchill County Library's Meeting Room Policy, and agree to abide by all terms and conditions stated therein, noting the following:

_____ All use of meeting spaces must be free and open to the public.

_____ Meeting spaces may only be reserved by individuals, community groups, or non-profit organizations.

_____ No solicitation or selling of goods or services, or fundraising activities may take place.

_____ Meeting spaces are not available for private social gatherings (parties, weddings, bridal and baby showers, family reunions, graduation ceremonies, etc.).

_____ Refreshments other than dry snacks and covered beverage containers are not permitted in meeting spaces.

_____ Publicity notices promoting a meeting or event being sponsored by an outside group or organization must include the following disclaimer: "The Churchill County Library does not advocate or endorse the viewpoints of meetings or meeting room users."

_____ The Library reserves the right to reschedule an existing reservation if the space is needed for Library-sponsored and Churchill Library Association sponsored meetings/programs.

By signing this Application, I certify that I have authority to sign on behalf of the Community Group or Non-Profit Organization listed above. By submitting this form, the undersigned individual/organization, hereby releases, remises and waives any and all claims against the Churchill County Board of Library Trustees, the Churchill County Board of County Commissioners, Churchill County, and/or the Library staff for any injury to persons or damage to property suffered by such group or any of its member during or as a result of the use of the meeting room.

Signature

Date

Return form in person or email to info@churchillcountylibrary.org

Please contact Churchill County Library at 775-423-7581 if you do not receive a confirmation of your meeting room request within 3 business days.