

Other Meeting Room Rules

- Use of the meeting room for political campaigning is not permitted.
- No meeting that interferes with the services, operations and purposes of the library is allowed.
- No user of the meeting room is to imply or represent in any way, that their activity is sponsored by the North Platte Public Library without the express written consent of the Library Director. No publicity in connection with any meeting to be held at the Library is to make reference to the Library except to designate the meeting location.
- The Meeting Room capacity may not exceed 75 people due to the occupant load certificate.
- Available equipment includes: Television and VCR, Overhead Projector, Screen, Podium, Easel (no paper provided), Telephone Jack, 19 light-weight tables, and 50 plastic chairs.

Please complete the chart below so we can get your event scheduled as soon as possible. You may schedule up to twelve (12) events twelve (12) months in advance. Thank you.

| DATE | START TIME | END TIME | COST | WILL REFRESHMENTS BE SERVED? (YES/NO) |
|------|------------|----------|------|---------------------------------------|
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**MEETING ROOM
APPLICATION FORM**

Name of Organization

Meeting Coordinator and telephone number

President or other responsible person and telephone number

Address

City, State, Zip Code

Event or Meeting Title and Description (i.e. Monthly meeting)

COST AND AGREEMENT

There is no charge for library affiliated programs such as the Friends of the Library or the local Genealogy Society. All other groups will be charged as follows:

Non-Profit Groups (defined as literacy oriented, 501(c)3, educational, governmental, or civic/community).

- Single Use Fee, per event.....\$5.00
- Single Use Social Fee, per event.....\$10.00
- Annual Use Fee (Jan-Dec).....\$45.00
- Refundable Cleanup Deposit.....\$10.00 (required per event & returned upon room inspection)

For-Profit Groups

- Single Use Fee—less than/up to 3 hours per day\$25.00
- Single Use Fee—more than 3 hours per day\$50.00
- Refundable Cleanup Deposit.....\$10.00 (required per event & returned upon room inspection)

In addition, any damage done to the room, furnishings, or equipment is the responsibility of the sponsoring organization or person responsible. I agree to notify the library staff if the room, furnishings, or equipment is damaged or broken.

**I HAVE READ, UNDERSTAND,
AND
AGREE TO FOLLOW THE
GUIDELINES LISTED IN
THIS BROCHURE:**

Signature of meeting coordinator

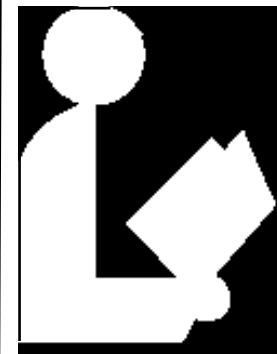
For questions, complaints, or additional information, please contact:

Cecelia Lawrence, Library Director 308-535-8036

Sara Aden, Assistant Library Director 308-535-8036

North Platte Public Library

**Meeting Room
Policies and
Application Form**



120 West 4th Street
North Platte NE 69101
308-535-8036 (phone)
308-535-8296 (fax)
<http://www.ci.north-platte.ne.us/library>

GUIDELINES FOR MEETING ROOM USAGE



Who can Use the meeting room?

The meeting room is open to all groups in the community, regardless of the beliefs and affiliations of their members. When not in use for library sponsored events, the meeting room is available for educational, civic, social, or cultural purposes.

Can a "For-Profit" group use the meeting room?

Yes. However, please note that meetings must be open to the public. Public attendance cannot be restricted through tuition or admission fees.



How do I schedule a meeting?

Contact the North Platte Public Library during normal business hours (308-535-8036) to book the meeting room or obtain information about the meeting room. The scheduling of the meeting room is the responsibility of the Technology Learning Center Staff. If the staff are in doubt as to whether or not a group can use the meeting room, it is referred to the Library Director for determination. Library sponsored events have first priority for use of library facilities. Events may be scheduled up to three months in advance.

When is the Meeting Room Available?

The meeting room is available during the following regular library hours for groups or organizations in the community. Meetings must conclude at least 15 minutes prior to the library's closing time. Library Hours are:

| FALL/WINTER/SPRING HOURS | |
|--------------------------|-----------|
| Monday through Thursday | 9 AM—9 PM |
| Friday & Saturday | 9 AM—6 PM |
| Sunday and Holidays | closed |

| SUMMER HOURS (Memorial Day through Labor Day) | |
|--|-----------|
| Monday & Thursday | 9 AM—9 PM |
| Tuesday & Wednesday | 9 AM—6 PM |
| Friday & Saturday | 9 AM—6 PM |
| Sunday and Holidays | closed |



What do I do when my meeting is concluded?

At the conclusion of your meeting, return the room setup (i.e. tables, chairs, equipment, etc.) to the way the room was previously arranged. At least 5 minutes before closing, you should notify the circulation desk that you are ready for a meeting room inspection. A library staff member must approve the room condition before the custodial deposit is given back to the person/organization responsible for the meeting or event.



Is there a charge to use the meeting room?

Yes. The use fee depends on whether the group is non-profit or for-profit. **Non-Profit Groups**, defined as literacy oriented, 501(c)3, educational, governmental, or civic/community, will be charged a Single Use Fee of \$5.00 per event or an Annual Use Fee of \$45.00 per year. If your event is social in nature, birthday party, baby shower, etc. there is a \$10.00 fee per event to use the room. The year is defined as January 1st through December 31st. **For-Profit Groups** will be charged a Single Use Fee of \$25 per day if the meeting length is 3 hours or less per day; OR \$50 per day if the meeting room is used more than 3 hours per day. Setup & cleanup time are included in the total time for the event. Library related groups such as the Friends of the Library or the North Platte Genealogy Society are exempt from the Meeting Room Charges, however, the refundable custodial deposit of \$10.00 applies to ALL groups.



Food and Refreshments

Coffee, soft drinks, and/or "light snacks" may be served during the meeting. Associated refreshment equipment is the responsibility of the group hosting the meeting. Please keep food and drinks inside the meeting room. No lit candles or incense may be used during meetings. If a carpet tile is damaged, there is a replacement fee of \$50.00 per tile. Beverages containing alcohol cannot be served on city property. The North Platte Public Library is a smoke-free building.



What is the Refundable Custodial Deposit?

The \$10.00 refundable custodial deposit is required from ALL groups. This deposit must be paid at the circulation desk before your meeting begins on the day your meeting takes place. Failure to pick up your deposit up at the circulation desk by closing time the day of the meeting, will result in loss of the deposit as a donation to the library fund. Groups are responsible for leaving the room as it was previously arranged. This includes:

- Returning the chairs, tables, and/or equipment to their original location.
- Picking up trash.
- Vacuuming, if needed.

In the event that any items listed above are not satisfactorily completed, the problem should be corrected before the group leaves or the deposit will not be refunded. This deposit covers library staff time spent putting the room back in order, as well as any additional cleaning if the organization does not return the room to an approved state. If staff are required to stay past the closing time of the library to inspect the meeting room, the custodial deposit will be forfeited.



What happens if I need to cancel a Meeting?

Groups canceling a scheduled meeting must report the cancellation to the library (308-535-8036). If the meeting is cancelled within three (3) days of the meeting date, the group forfeits the meeting room fee. If the group cancels more than three (3) days in advance or must cancel at the last minute due to inclement weather, the fee will be refunded.