



#### **CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

#### **BEATRICE PUBLIC LIBRARY**

100 North 16<sup>th</sup> Street | Beatrice, NE 68310

Phone: 402.223.3584 Fax: 402.223.3913

### **LIBRARY FACILITIES**

1. The meeting rooms and small group conference rooms of the Beatrice Public Library may be used for cultural, educational or community betterment purposes.
2. The maximum capacity of the small group conference rooms shall be eight (8) people.
3. The kitchenette use is limited to the preparation of light refreshments and snacks.
4. The rental fees and deposits for a meeting room shall be set by resolution and adopted by the City Council for private or for-profit groups. Such deposits shall be refundable only if the room is returned to its posted arrangement on the chart in each meeting room. If equipment is borrowed from other meeting rooms or other library areas, it must be returned to the original location by a group representative in order to receive the deposit unless specific exceptions have been approved in writing by authorized library staff.
5. Deposits unclaimed after thirty (30) calendar days shall be considered a donation to the Beatrice Public Library.
6. Library sponsored programs and literacy-related activities will have scheduling priority. The remaining time is open for other groups on a first-come first-serve basis.
7. All paperwork and deposits to rent a meeting room or the small conference room must be received at least forty-eight (48) hours before the room is to be used.
8. Meetings must be scheduled for specific dates and times. Booking should allow time for both preparation and cleanup of the room by the group using it. Arrangements for use of the meeting rooms should be made with the Library Director or designated staff. A formal application should be completed by the group requesting meeting room or small conference room use for each separate booking. A contact person must be designated by the group using any such rooms. Such contact person shall be responsible for handling booking, any violations or fees resulting from the use of such rooms, and the return of any deposits.
9. A minimum of one (1) business day notice is required to cancel room reservations. Less than one (1) business day notice shall result in forfeiture of the deposit.
10. Rooms may be decorated but the time required must be included in the time the room is booked

by the group. The decorations must be removed and the room returned to its posted chart arrangement.

11. Plans of the preferred room arrangement will be posted so that all groups can return furnishings to these locations. In order to receive their deposit or to continue to have access to the room; all groups must leave all accessible areas in the arrangement shown on the charts posted in the rooms unless specific exceptions have been approved in advance in writing authorized by library staff.
12. The Library reserves the right to restrict the use of rooms to meetings that will not interfere with routine library operation. The Library further reserves the right to interrupt or cancel any meeting that interferes with routine library operation.
13. Admission fees, on-site selling, or other forms of fee collection are not allowed in connection with the use of the meeting room or small group conference rooms. Any fees charged should cover the cost of registration and materials.
14. Any exceptions to these policies will be considered by the Library Director on a case-by-case basis.
15. Any use of improper conduct may result in the deposit not being returned and/or that individual or group not be allowed to rent the facility again.

#### **MEETING ROOM EXEMPTIONS**

Groups and organizations participating in any of the following events shall be exempt from all meeting room fees and deposits:

- Non-profit groups
- Any City-sponsored event