

# Dodge City Public Library

## Meeting Room Policy

The following is the policy adopted by the Dodge City Public Library Board of Trustees for the use of the library's public facilities.

The Dodge City Public Library reserves the right to prohibit use of the facilities by those who have, in the past, damaged, created disturbances, or in any way failed to properly use or maintain the facility. Failure to pay the use fee also will eliminate future use of the facilities by that person or private enterprise.

The public meeting rooms are available on a first come-first serve basis. They are reserved for library use before any other group or individual. The Dodge City Public Library also reserves the right to re-arrange meeting room assignments for the most effective use of the spaces.

There is a \$25 charge for all meeting room reservations. (Dodge City Public Library, Southwest Kansas Library System, and the City of Dodge City are exempt from this fee.) Room charge when using the library video conferencing equipment is \$100 per reservation/per day. A fifty dollar (\$50) deposit is required from all individuals and organizations if food or drink will be made available and/or if arts and crafts will take place in the room. All fees associated with the use of the room are to be paid at the time the reservation is made and contract is signed. The reservation will not be considered firm until this time. The \$50 deposit will be returned after the meeting if the meeting room does not require excessive cleaning or repair and all equipment and furnishings are left in a clean and operational condition. The \$25.00 fee will be refunded only if the reservation is cancelled and the library notified at least three days in advance of the reserved date. Reservations and inquiries may be made between 9am and 5pm Monday through Friday.

The library rooms are meeting rooms and are **not** available for social parties i.e. birthdays, showers, dinners, weddings, anniversaries.

**A responsible adult supervisor must be in attendance at all times.** This adult must accept responsibility for the conduct of the group using the facility, responsibility for the care of the facility and any equipment, and must also guarantee payment of the fees.

The Dodge City Public Library is a **non-smoking facility K.S.A. 21-4009.**

There is a municipal ban on consumption of **alcoholic beverages** on the premises of the Dodge City Public Library. **City of Dodge City, Kansas Municipal Code 3-103.**

**NO RED/ORANGE Beverages shall be served.**

Any group using the facility assumes full responsibility for personal loss or injury. The library assumes no responsibility of any kind nor provides insurance to cover medical or dental injuries or accidents, hospitalizations and or disability for individuals using the facility. The Library assumes no responsibility for loss or damage to equipment or items brought into the facility or any liability which might arise through use of the facility.

Persons using the Lois Flanagan Room after hours must check out a key. A key may be obtained at the Circulation Desk during library hours and must be signed for by a responsible party representing the group. Members and guests of the group using the facility should be notified to use the south entrance to the Lois Flanagan Room.

Please be considerate of public library users by keeping noise and the volume of audio presentations at a moderate level during meetings.

Meeting room use shall not conflict with library operation.

Meetings held in the lower level rooms must be concluded and the rooms returned to earlier condition by 5:00 p.m.

Parking for those using the meeting rooms is in the parking lot across the street to the south. The parking lot behind the library building on Third Avenue is for library staff only.

Each group using the facility shall be responsible for satisfying the requirements of the Americans with Disabilities Act.

The activities and programs of the Dodge City Public Library and the Southwest Kansas Library System will have first priority for the use of the library facilities.

Groups using the meeting rooms may not use adhesive tapes or hang piñatas of any kind on any surface of the room. This includes walls, ceilings, fixtures, furniture, or any other surface. Groups and individuals using the rooms will be billed for the labor to remove tapes and for the damage to any surface caused by tape.

**The room is not considered reserved until all fees are paid and the contract signed.**

In exchange for the use of the facility, the renter is responsible for the following:

- Paying the room fee prior to use
- Making the deposit (\$50) if food or drink will be available during the meeting or if arts and craft projects will take place in meeting room.
- Setting up any needed chairs and tables
- Replacing chairs on chair dollies and putting away tables after use
- Cleaning kitchen facilities after use
- Vacuuming carpet - There are vacuum cleaners in the meeting rooms downstairs and in the storage closet of the Lois Flanagan Room upstairs
- Checking and straightening restrooms
- Securing windows and exterior doors
- Removing trash - Trash can liners are provided for your convenience. .

Rooms available:

Lois Flanagan Room: located on main level; kitchen facilities available include a sink, refrigerator and microwave. The library does not furnish coffee pots or other serving items  
People: 125 with chairs only, 90 with tables and chairs

Lower Level Meeting Room: located on the lower level, elevator accessible, no kitchen facilities available; available only M-F, 8am-5pm  
People: 160 with chairs only, 140 with tables and chairs

Friends Room: located on the lower level designed for a small meeting, elevator accessible, no kitchen facilities available; available only M-F, 8am-5pm  
People: 10-12

DCPL -Admin -Service Policy – Meeting Room

Adopted by Dodge City Public Library Board of Trustees

Adopted: 4-26-2005

Revised: 4-24-2007

Revised: 11-27-2007

Revised: 01-26-2010

## DODGE CITY PUBLIC LIBRARY MEETING ROOM CONTRACT

The Dodge City Public Library reserves the right to rearrange meeting room assignments and has priority for their meetings or Southwest Kansas Library System meetings.

A \$25 fee per day is charged for all meeting room reservations. The room charge when using the library video conferencing equipment is \$100 per reservation. If food or drink is served, or if arts and craft projects take place, a \$50.00 refundable deposit is required at the time the contract is signed. Any damage or excessive cleaning will be deducted from the \$50 deposit. The renter is responsible for and will be billed for any damage or excessive cleaning needed after the use of the facilities. The Dodge City Public Library will return deposits from 9 a.m. to 5 p.m. Monday - Friday only. Reserving party responsibilities include:

- Paying the room fee prior to use
- Making the deposit (\$50) if food or drink will be available during the meeting or if arts and craft projects will take place in meeting room.
- Parking for those using the meeting rooms is in the parking lot across the street to the south.
- Setting up any needed chairs and tables
- Replacing chairs on chair dollies and putting away tables after use
- Cleaning kitchen facilities after use
- Vacuuming carpet - There are vacuum cleaners in the meeting rooms downstairs and in the storage closet of the Lois Flanagan Room upstairs
- Checking and straightening restrooms
- Securing windows and exterior doors
- Removing trash - Trash can liners are provided for your convenience. .
- NO RED/ORANGE BEVERAGES SERVED
- No use of adhesive tapes or piñatas of any kind on any surface of the room. This includes walls, ceilings, fixtures, furniture, or any other surface.
- Use the parking lot to the south; the library lots are reserved for patrons and staff.

The room use fee (\$25) will be refunded only if the reservation is cancelled and the library is notified at least three days in advance of the reserved date.

Lois Flanagan room     Lower Level Meeting room  
 Friends Room         Computer Lab

Date reserved \_\_\_\_\_ Time \_\_\_\_\_ Key # \_\_\_\_\_

Organization \_\_\_\_\_

Name \_\_\_\_\_ Day Telephone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Room Use Fee (\$25) \_\_\_\_\_ Videoconferencing (\$100) \_\_\_\_\_

Check number \_\_\_\_\_ Cash \_\_\_\_\_ Date Paid \_\_\_\_\_

Refundable Deposit (\$50) Date paid \_\_\_\_\_ Date returned \_\_\_\_\_

Check number \_\_\_\_\_ Cash \_\_\_\_\_

If paying by check, please make the room use fee and the refundable deposit as two separate checks. Thank you.

I have read and fully agree to abide by the policy. Failure to abide by the policy may result in forfeiture of future room privilege. By signing this document I accept and agree to abide by the policy set by the Dodge City Public Library Board of Trustees.

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_ DCPL staff initials: \_\_\_\_\_