



BOAZ PUBLIC LIBRARY Meeting Room Policy

Board Approved: July 2006
Revised: November 2021

The Boaz Public Library is pleased to make meeting rooms available to the community. The meeting rooms are designed primarily to meet the operational needs of the Library. When meeting rooms are not being used by the library or library-sponsored organizations, they will be available to other groups/organizations under the following guidelines.

- Meeting rooms may only be booked 90 days (3 months) in advance.
- Meetings involving sales, advertising, solicitation or promotion of commercial products or services are not allowed.
- A valid photo ID or Boaz Public Library card is required. This will be used for identification purposes only and will not be sold, used, or disclosed to any third party.
- In times of a pandemic, current CDC and state guidelines will be followed.

Meeting Rooms

Mastin Conference Center

Weekday Rentals: (Monday-Thursday) Non-profit groups, community based organizations, city, school, and governmental agencies only

Weekend Rentals: (Friday, Saturday, Sunday) Only one rental per weekend block

All activities and clean up should be complete by 10:00 p.m.

The Mastin Conference Center is approximately 1881 sq. ft. There are 20 folding tables sized 30" x 72", as well as 126 stacking chairs. The following equipment is available: a drop down projection screen, projection equipment, laptop computer, microphones including handheld wireless and lapel mic, Internet/Wi-Fi. Access to the kitchenette is available. The kitchenette is complete with a sink, refrigerator, microwave, ice maker, and coffee maker.

June Roberts Weathers Meeting Room

Available to rent during library hours only

The June Roberts Weathers Meeting Room is furnished with a board room type table with 12 chairs, as well as 12 additional chairs around the wall. This room has a drop down projection screen, projection equipment, laptop computer, Internet/Wi-Fi. Food and drink are not allowed.

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1. All meeting room reservations should be made through the Library. No reservation is final until the following is received: Meeting Room Reservation Form with signature of adult assuming financial responsibility for any damages to the room and/or its contents, all required fees, and a copy of your photo ID.
 2. An authorized representative of the group reserving the meeting room must remain on the premises throughout the period for which it is reserved.
 3. Permission to use the facility may be withheld from anyone who fails to comply with this Meeting Room Policy, who has in the past been deemed unreliable, or whose event is deemed unsuitable for a library setting.
 4. Priority will be given to Library-sponsored events, city sponsored events, and groups that are based in Boaz. All other groups will be given consideration on a first come/first serve basis.
 5. Groups or individuals under the age of 21 must have an adult sponsor (21 years old or older) in attendance at their meetings at all times.

- 6.** Groups/Organization attendees are subject to all Boaz Public Library policies, including the Rules of Conduct Policy and the Safe Child Policy.
- 7.** Outside activities are not allowed. Examples include, but are not limited to, cookouts, inflatables, etc.
- 8.** Children must be supervised at all times. The Library is not responsible for children left unattended while their parent or guardian is in a meeting at the Library.
- 9.** Excessive noise, loud music or disruption to the functions of the Library and Library surroundings is not permitted.
- 10.** The use of drugs, alcohol, tobacco, vaping, and firearms is prohibited.
- 11.** The set up and break down of the room must be done by the group making the reservation. The Library cannot provide personnel to assist in this task.
- 12.** Food and drinks must be consumed inside the Mastin Conference Center, kitchen, and adjoining hallway only. They may not be carried into any other part of the Library. Food is not allowed in the June Roberts Weathers Meeting Room.
- 13.** Library meeting rooms, foyer, restrooms, outside entrance and Library parking lot must be left in good, clean condition, and all furniture returned to the standard room configuration as shown on the clean-up form, or the cleaning deposit will not be refunded. Cleaning supplies are available in the janitor room.
- 14.** All groups/organizations are responsible for reimbursing the library for any damages, unusual cleaning expenses, or security measures related to the meeting.
- 15.** Place all trash in the trashcans provided. Any food or drink left behind will be discarded. When the event has ended, all trash should be gathered and discarded in the wood bin located outside the meeting room.
- 16.** The Library staff is not authorized to stay late to accommodate prolonged meetings.
- 17.** Meeting room furniture and equipment are to remain indoors at all times.
- 18.** Signs and other decorations should not be attached to walls, windows, doors or furnishings. All decorations, emblems, signs or other displays should be contained inside the building and not on the exterior.
- 19.** The Library is not responsible for lost or stolen items or for items left in the meeting room or for damages to vehicles in the parking lot.
- 20.** Only tea lights and small candles are allowed. These should be used in appropriate containers.
- 21.** The Library cannot provide supplies for any group using the meeting room.
- 22.** Groups/organizations are not allowed to use the library as their official mailing address or phone number, nor may they state or imply that the library sponsors or endorses their meeting. Each group is responsible for their own publicity.
- 23.** Additional furniture or electronic items to be brought in must be approved by the Library Director before setting up the meeting room. If a group rents additional items, that group must make arrangements for receiving and returning the equipment. The Library cannot provide storage space for any group's supplies.
- 24.** Library staff and/or the Boaz Police Department will monitor the use of the meeting rooms and enforce all policies.
- 25.** The Boaz Public Library Board reserves the right to alter this policy without prior notice.