



Meeting Room Use Policy for Non-Library Activities – Campbell County Public Library

The Campbell County Public Library System provides meeting rooms for library-sponsored or co-sponsored programs and conferences which meet the library's civic, informational, educational, cultural and recreational service goals.

When not in use for library activities, the auditorium and two conference rooms are made available to local community organizations and committees under guidelines approved by the Library Board.

The Library Board neither approves nor disapproves of content, topics, subject matter or points-of-view of individuals or groups using the meeting rooms.

1. Meeting rooms will be available for use only during the hours the library is open. Meetings must end 15 minutes prior to the library's closing time.
2. Rooms are available to groups whose headquarters are in or who provide services to residents of Campbell County.
3. Rooms are available to non-profit organizations for educational, cultural and other meetings of interest to the general public.
4. For-profit organizations may use the rooms for staff training, interviewing and staff activities, and for public information. No sale of goods or services or the solicitation for future sales or services will be permitted without prior Library Administration approval. "Solicitation" is any act or attempt to advertise, market, or sell any product or service or to seek membership in any organization, or to obtain a donation/contribution.
5. There is no fee for library meeting room use.
6. Organizations may recoup a cost recovery fee for the program. At no time will the library staff be involved in the collection of such fees.
7. Approval is granted only for a single meeting or for a brief series of meetings. Rooms are not intended for a group's regular meeting place.
8. Meeting rooms are designed for changing events open to diverse groups and cannot be reserved exclusively for long-term exhibition or display purposes.
9. Simple refreshments such as coffee and cookies may be served. Users must provide their own utensils and supplies.
10. Trash receptacles are available. The group will be charged for excessive cleanup or damage. No alcoholic beverages are allowed.
11. Neither the Library Board of Trustees nor Campbell County is responsible for accidents, injury or loss while using the meeting rooms.

Specific rules governing the meeting rooms are established by the Library Board and supervised by the Library Director.