

## **BARTLESVILLE PUBLIC LIBRARY** **MEETING ROOM POLICY**

The Bartlesville Public Library has three rooms to accommodate a variety of meeting and events. These meeting rooms are available to all on a first-come, first-serve basis regardless of the beliefs or affiliations of that group. Non-profit organizations may use any of the rooms free of charge. Organizations must have a Meeting Room Application on file with a copy of their organization's 501(c)(3) and/or other documentation for proof of their not-for-profit status. For profit groups, businesses, or individuals may use the rooms for a fee. The use of Library facilities are subject to specific guidelines.

### **GUIDELINES:**

1. The Bartlesville Public Library and City of Bartlesville related programs or activities are given first priority in the scheduling of meeting rooms.
2. Unlawful acts or inappropriate behavior, as defined by library staff, are prohibited on any library/city property. Furthermore, meeting rooms fall under the purview of all Bartlesville Public Library policies and must be observed.
3. Reservations may be made up to 6 months in advance. Groups can have three (3) meetings reserved at any time. Reservations are made only upon completion of the Meeting Room Application/Documents and payment received, if applicable.
4. Requests for use of the meeting rooms must be made through the Administrative Offices between the hours of 8:00 AM – 5:00 PM, Monday through Friday.
5. Because of the necessity for assured security and care of the building and its contents, all meetings must begin within regular library operating hours and end 15 minutes prior to closing.
6. Sponsoring groups are responsible for arranging furnishings according to their meeting needs. This includes tables, chairs, and podium. All Meeting Rooms must be returned to its original state. If furniture was moved it must be returned to the original configuration. If chairs or tables were assembled they must be put away. If the room is not returned to its original state a setup fee will be assessed and future use of the room may be restricted.
7. Usage of the Library's equipment must be scheduled in advance, and must be used by a properly qualified operator. A sponsoring group may bring in its own equipment if arrangements are made with library staff at the time the room is scheduled. If the room is not clear of all food and refuse after a meeting, or if *Meeting Room A was used and the kitchen requires cleaning*, a charge will be assessed and future use of the room may be restricted.
9. Light refreshments may be served in any of the three meeting rooms. Sponsoring groups are responsible for disposal of all foods and deposit of refuse in containers. Tables, chairs, etc. are to be left clean. Alcoholic beverages are not permitted.

10. Each sponsoring group using a meeting room is responsible for leaving the room in proper order. Any lost or damaged furniture or equipment, or damage to walls, carpets, or other parts of the room, is the responsibility of the sponsoring group and specifically the contact person.
11. Smoking and tobacco products are not permitted anywhere within the library building and must be at least 25' away from the entrances per Oklahoma State Law. This includes the use of e-cigarette devices. Illegal substances and drugs are not permitted.
12. In compliance with the Bartlesville Public Library's Safety Procedures, items which have flame, such as candles or oil lamps, are not permitted.
13. No library equipment, library furnishings, or library materials used in a meeting room may be removed from the building.
14. Sponsoring groups using the meeting rooms must adhere to library policies concerning the scheduling, use, and care of the library, its meeting rooms, furnishings, and equipment.
15. Bartlesville Public Library reserves the right to deny use of its meeting rooms to any sponsoring group which knowingly violates any of these guidelines.
16. Use of the library meeting rooms by any sponsoring group does not necessarily constitute an endorsement of that group's policies or beliefs by the Bartlesville Public Library, the Board of the Library, or the City of Bartlesville.
17. The Bartlesville Public Library reserves the right to reschedule, move, or cancel any event for any reason.
18. The identities of groups using Library meeting rooms are not confidential. The group names will be released upon request. In addition, contact information for the contact person will be released upon request.
19. All publicity by the organization about the meeting must state clearly that the Library is merely the site of the meeting and not its sponsor.

**MEETING ROOM INFORMATION:**

Meeting Room A	Multi use; Seats 100 Auditorium Setup; Seats 60 Classroom Setup; Social Events Allowed; Projection Equipment Included, Kitchen Facilities, Whiteboards; Food & Drink Allowed.	Non-Profits* Free (Kitchen Use Fee-\$50.00)	Resident Fees** \$ 50.00	Non Resident Fee*** \$65.00
Meeting Room B	Multi use; Seats 25-30; Social Events Not Allowed Monitor Available for Presentations; Whiteboards; Light Refreshments Permitted.	Non-Profits* Free	Resident Fees** \$30.00	Non Resident Fee*** \$45.00
Meeting Room C	Multi use; Seats 30-40; Social Events Not Allowed; Monitor Available for Presentations; Laptop Bar, Ideal for Classroom Setting; Light Refreshments Permitted	Non-Profits* Free	Resident Fees** \$40.00	Non Resident Fee*** \$55.00

**Please Note:**

**Non-profit groups/organizations will be charged \$50.00 for use of the kitchen during a meeting, program, or event.**

**Other:**

Coffee and Teas Service (We provide coffee, cups, & condiments and make the coffee for you.): Resident: 12 cups-\$15.00; 24 cups-\$30.00; 36 cups-\$40.00. Non-Resident: 12 cups-\$22.50; 24 cups-\$45.50; 36 cups-\$60.00.

\*Non-Profit Organizations must have a 501(c)(3) certificate or have documentation that proves they are a “not-for-profit” organization, club, or affiliated with a governmental entity.

\*Residents are defined as any individual or entity that is based within a 35-mile radius of Bartlesville City Limits.

\*\*\*Non-Residents are defined to be any individual or entity that is based outside the 35-mile radius of Bartlesville City Limits.