***Facility Use Policy And Application***

1. Eligibility

Responsible applicant must be 18 years of age or older. Applicant takes full responsibility for the use of the BPL facilities according to this policy.

BPL may be authorized for use by non-profit community organizations whose purpose is to benefit the community, and other individuals or entities upon approval. All applicants must pay fees as shown in the Fees and Deposits Section.

A minimum of 24 hours’ notice and a maximum of 3 months’ notice for an application is recommended. The BPL will not remind you of your reservation. If your event is recorded as a “no show”, access to the facility may be limited in the future.

BPL reserves the right to cancel a reservation at any time for any reason by notifying the applicant. Severe weather or other local emergencies may necessitate immediate cancellation.

1. Fees and Deposits

Generally, a damage and cleaning deposit will be required for all first-time users and may be required for subsequent uses. If deposits are required, there is a $50 room-only user fee. An additional $10 deposit may be required for kitchen use or a $50 additional fee for any audio/video equipment needed. No food or drinks are allowed in carpeted rooms unless approved by staff. The deposit will be refunded if the facilities are left in as good or better condition and the key is returned. After the use of the BPL facilities during the business day, a BPL employee must inspect the premises.

For after hours use, a $50 deposit is required. The facilities will be inspected the following regular business day. If policy is found to be broken in any way, the deposit will be retained by the library and a 6 month suspension will be in effect for the group. If rooms are found in order, deposit will be returned. For any recurring groups, the $50 deposit will be held until the next scheduled quarter of meetings.

If any A/V equipment is needed, applicants must come in for instruction prior to room use.

All applicants must complete the application form and provide any requested identification.

**Reservations are not considered set until the application form is signed, returned, fees and deposits are paid (if applicable) and the application is approved by the BPL.**

1. Restrictions

Tobacco or tobacco products and gambling are strictly prohibited on the premises.

Alcohol is prohibited on the premises. Possession or use of alcoholic beverages, illicit drugs, or any illegal substances is prohibited. Persons under the influence thereof will not be allowed on the premises. Disorderly conduct, offensive or profane language, or acts of violence will not be permitted.

Animals are prohibited except for those aiding the handicapped.

No decorations of any kind are to be attached to the walls, doors, door trim, windows or ceiling. No tape, tack pins or nails are allowed on the walls of the BPL. The use of candles is prohibited. All decorating and/or room set up time is to be included in event time on application.

The maximum capacity of the Community Room is 45 and the Classroom is 29, with no tables. The maximum capacity of the Conference Room is 9.

The Library must be vacated by 11:00 pm.

Applicant or any other party shall not conduct any unlawful business on the premises.

Parking is limited to on-street parking.

1. Responsibilities

Noise in the BPL shall be maintained at levels that allow surrounding business to proceed with normal activities.

The kitchen is for serving only, not for food preparation. Serving utensils are not provided.

The BPL main entrance door works using an electronic key fob. The key access times will be set according to the setup and cleaning times noted on your reservation form. The BPL key is to be picked up by 4:30 pm the day prior to room use. Following the event, the key shall be left in the room or returned by 4:30 pm the next business day with the BPL staff. If a key is not returned, the deposit may not be refunded or a charge assessed. All other doors will remain locked and closed. Premises are under surveillance.

If an event is taking place outside of regular library business hours, the main entrance doors are NOT to be propped open. Propping doors open can potentially damage doors and allow people into building who are not part of scheduled events.

All cleanup (including the kitchen), vacuuming, sweeping and mopping shall take place immediately following use of the facilities. Trash must be removed. Clean trash bags should be placed in all waste receptacles.

The applicant shall turn off the lights and secure the doors upon vacating the premises. If there is any difficulty in doing so, please call Robert VonBon at 641-664-2741 or Anne Tews at 651-216-0792.

Applicant assumes all responsibility and risk for the care and supervision of children who may attend the event. Children shall remain inside the BPL during the event.

All rooms and equipment must be left in the condition as found. Any lost, damaged, or broken property must be paid for immediately. (WARNING- Remote controls for the projectors are VERY expensive!) No AV equipment may leave the premises.

If a scheduled meeting is cancelled, BPL should be notified at once. Failure to do so may result in limited access to the facility in the future.

A coffee maker is available for use, but you must provide your own coffee.

At the conclusion of use, applicants will return all furniture and equipment to the places they were found.

The BPL shall not be responsible for providing safe walking conditions to and from the facility for any events taking place outside regular library operating hours. If sidewalk snow removal is required, it will be done by the responsible applicant or group using the facility.

Use of the BPL is at your own risk. BPL is not responsible for accidents.

BPL is not responsible for any articles or items left or misplaced after the use of the facility.

ANY GUIDELINES BROKEN OR ABUSED WILL RESULT IN LIMITED OR DENIAL OF ACCESS.

**MEETING ROOM APPLICATION**

**Date Requested for Room Use:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Responsible and Contact Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Home) (Cell)

Organization or Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Purpose: Business Social Training Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room Needed: Community Room (50-60) Classroom (35-40) 

 Small Meeting Room (10-12) Reference Room (4-6)

Number of Tables/Chairs needed: \_\_\_\_\_Tables \_\_\_\_\_Chairs



Kitchenette Use: Yes No

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Start and End times include set-up and take-down time)

Special equipment/Technology needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BY SIGNING BELOW, YOU ACKNOWLEDGE YOU HAVE READ AND ACCEPTED THE POLICIES/RULES**

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 SIGNATURE DATE

PLEASE CONTACT LIBRARY (641-664-2209) IF MEETING IS CANCELLED