

Meeting Room Policies

The Hardin County Public Library offers meeting space to local non-profit organizations for education, cultural, informational, government or civic activities. Use of the meeting room for commercial use, political campaigning, worship services, fund-raising, or social activities is prohibited. There is no charge for the use of the meeting room.

Guidelines for Public Use:

1. Requests for use of HCPL facilities for other than HCPL business or programs will not be granted until it is clear that such use will in no way hinder the full use of the meeting room by HCPL.
2. No meetings can be scheduled before the Library opens without approval from the director. The library is open from 9:00 a.m. until 8:00 p.m. on Monday, Tuesday, and Thursday. On Wednesday and Friday, the library is open until 6:00 p.m. and on Saturday until 3:00p.m. Meetings may continue after hours, however, groups using the meeting room must ensure that the front door remains closed and locked.
3. Groups using the meeting room after normal library hours must give the Library a certificate of insurance showing general liability coverage with \$500,000 minimum limits and must name the Hardin County Public Library and Hardin County Fiscal Court as additional insured.
4. Meetings may be scheduled for no more than three (3) hours, unless advance approval has been secured from the Library Director.
5. A minimum of five (5) participants is required. Groups using the meeting room are required to report their attendance to the Adult Services Librarian. The maximum capacity of the room at the main library is forty-nine (49) and groups may not exceed this number due to fire code regulations. The capacity at the North Branch is thirty-five (35)
6. Use of the kitchen is prohibited. Food and drink may be served in the meeting room as long as use of the kitchen, including the refrigerator, is not required. Groups must leave the room neat and orderly, including removal of trash. The vending machine is for library staff use only.
7. The Library has projectors and a screen available for use in the meeting room. Reservation of library equipment must be made separately and in advance. A deposit may be required for equipment use. Movies may only be shown which comply with the Library's Movie Licensing USA Guidelines.
8. Meetings must be booked in person and a contract completed for meeting room use. This contract must be approved before the meeting room is considered to have been reserved.
9. No conduct disturbing regular library use or infringing on any library rules is permitted. The individual who signs the meeting room contract is responsible for the supervision of the group.
10. The Library reserves the right to cancel meetings for operational reasons or if an emergency exists. Groups must notify the Library of a cancellation of a meeting at the earliest possible date. Failure to notify may result in the denial of future planned meeting room use.

12. If possible, the library staff will have *the* room set up as desired. But the group using the room must restore the room to its original condition after completion of the meeting.

39
Study Room Policies
Genealogy Room Policies

Study Room Use and Purpose

The Hardin County Public library offers two (2) study rooms for individuals or small groups who require a quiet place for reading and studying. Study rooms are not to be used for *paid tutoring or* commercial purposes (including, but not limited to, offering or solicitation of goods, services, or memberships). Study room usage is generally on a first-come, first-served basis, unless a reservation has been made in advance.

Study Room users must sign in at the front desk and must leave a library card or form of identification while using the room.

Study rooms close fifteen (15) minutes before the time of library closing each day.

No more than four (4) patrons may occupy a study room at a given time. Noise must be kept to a minimum and should not be heard outside the room. Discussion should take place at quiet conversational levels. Capacity for the Genealogy Room is 20.

Use is limited to two (2) hours per day. During busy times, patrons may be asked to limit study room use to an hour.

Patrons who are observed using study rooms or the genealogy room for purposes unrelated to study or research (gaming, cell-phone usage, personal discussions, etc.) will be asked to leave the study room.

As is true throughout the library, no food, drinks, or cell phones use is allowed in the study rooms. Persons who misuse the study rooms will be asked to leave.

Reservations

Reservations may be made up to one month in advance in person or by phone. Study Rooms may only be reserved for a total of 2 hours per day and 4 hours per week, unless approved by the Operations Manager or Director.

Study Rooms may be used for such small group activities as unpaid tutoring, study groups, book discussion groups, and interviews.

Study Rooms are not meant to be the regular meeting place of any group or organization.

A reservation may be forfeited if the patron is 15 minutes late for a reserved time and another person is waiting to use the room.