



220 South Commerce Street
Natchez, MS 39120
Phone: 601.445.8862
Fax: 601.446.7795
www.ArmstrongLibrary.org

LIBRARY MEETING ROOM USE

The Library Administrative Board of Trustees (Board) is aware of the need for accommodations to be used by various civic, cultural, and charitable organizations, and feels that making such accommodations available to the public is a service the Library can render, under the following guidelines.

The Board has authorized the use of meeting rooms (or Board Room) for gatherings of a civic, cultural, or educational nature. Library facilities are NOT authorized to be used for church or religious meetings, for any commercial, political, or partisan meetings, for any private social affairs, or in any way that is in violation of a local, state or federal law.

Library buildings are publicly-owned properties. Serving and consuming alcoholic beverages is not allowed without proper ABC permits. Smoking is not permitted on library property.

The Board reserves the right to review, accept, or reject any or all requests to use a meeting room.

Granting permission to meet in the Library does not in any way constitute an endorsement by the Board of the group's policies or beliefs.

Failure to abide by these guidelines may result in a denial of any future requests.

Exhibits such as paintings or collections of an educational nature are encouraged; however, it will not be possible to house permanent exhibits of any sort. The Board assumes no liability for such exhibits.

Library programs and functions shall be given priority and shall receive first consideration in scheduling meetings.

POLICY

- Reservations are to be made by a responsible member of the organization who will insure that all regulations are followed and must provide contact information (email address and/or phone number).
- Reservations are to be made, and confirmations issued, through the Library's Business Office.
- The organization's authorized representative shall notify the Library promptly of any cancellation.
- Reservations should be made at least one week before the date the room is needed.
- Reservations will be considered on a first-come, first-served, basis.
- There shall be no admission fee charged for any program. Sales or other money transactions are not permitted, except for any reimbursement costs of workshop materials. Meeting rooms may not be used for any commercial purposes. *The only exception to this rule will be to accommodate fundraising activities for the Library.*
- When the Library is closed, access to the main parts of the building is NOT permitted, unless prior WRITTEN permission is granted by the Library Director.

- A fee is required for any use of the room and must be paid prior to use. This fee may be given to Library staff at the circulation desk, business office, or mailed to: Library Director, Judge Armstrong Library, 220 South Commerce, Natchez MS 39120.
- Fee schedules are as follows:
 - \$15.00 for meetings of four hours or less
 - \$25.00 for meetings of more than four hours
 - Due to the Library's alarm system, meetings extending beyond regular Library hours are not permitted without prior special permission. Arrangements must be made in advance for an employee of the Library to remain beyond regular Library hours. An additional fee of \$10.00 per hour will be required for any meeting requiring the after-hours scheduling of a Library employee.
- Arrangements must be made with the Director, in advance, for operation of the Library's audio-visual equipment. An additional Equipment Use Fee is required as indicated below, and may include the repair cost of equipment damaged while in use.
 - Multimedia Projector - \$10
 - Laptop Computer - \$10
 - Overhead (Transparency) Projector - \$10
 - Audio Equipment - \$10
- The Board is not responsible for equipment, supplies, materials, or other items owned by a group or individuals that are used in the Library; such materials must be removed from the Library at the end of the meeting for which they are used.
- Organizations holding meetings assume financial responsibility for any damage to the room or its contents.
- Food may be served in the meeting room, and access to the kitchen and staff areas allowed, providing arrangements have been made with the Library Director.

*Adopted September 1991
Revised November 2012*

MEETING ROOM USE REQUEST FORM

Please fill in this required information and return this form to Library staff immediately following your meeting. Please PRINT:

Name of authorized representative:	
Name of organization:	
Address:	
Phone number:	Email address:
Purpose of meeting:	
Equipment used (<i>if applicable</i>): <input type="checkbox"/> Projector <input type="checkbox"/> Laptop PC <input type="checkbox"/> Overhead (Transparency) Projector <input type="checkbox"/> Audio Equipment	
Date and times:	Number of attendees:
Staff:	Date: