

Facilities Use

The Library's facilities are a showpiece for the community, which must be properly used and maintained. Use of the facilities must be governed by a consistently applied policy taking into account the intended purposes of the facilities and the government and library principles of non-involvement with religion and political factions, non-competition with the private sector and non-preferential treatment of people and business.

Administrative Responsibility

Day-to-day administration of the facilities is the responsibility of the Library Director, and as delegated, the library staff. The Director, guided by this policy and general Library and City policies, will determine the course of action when questions arise over the use of facilities.

Jane and Chet Fliesbach Community Room

The Jane and Chet Fliesbach Community Room is located in the southwest corner of the library. This room is suitable for programs and meetings of groups up to a seated capacity of approximately sixty (60) persons or up to one-hundred and ten (110) young people not using chairs. This room contains a large projector screen, projector, twenty (20) laptops, DVD player, sound system, large white board, small white board easel, tables, chairs and multiple electrical outlets. Public restrooms, drinking fountains and vending machines are available in the lobby outside the community room.

Scheduling

When scheduling the use of the library's community room, first priority will be given to the Library. If not reserved for Library purposes and programs, the meeting room is available on a first-come, first-served basis. Preference will be given to public meetings (civic, cultural or educational) which are non-profit in nature. For-profit groups may use the community room when available for a fee of \$25 per hour. For-profit meetings must be educational in nature. No sales or customer recruitment may take place.

Guidelines

- Meetings cannot interfere with the day-to-day operations of the library and must be held during normal library hours
- No admission fee may be charged by any group without prior approval of the Library Director
- No alcoholic beverages may be served at any meeting held at the library during normal business hours. Permission to serve alcoholic beverages must be obtained properly through the approval of the City of Scottsbluff's City Council per City ordinance

Reviewed by the Library Board April 11, 2018

Approved by the Scottsbluff City Council August 20, 2018

- Reservations may be made up to one year in advance. However, reservations for the next calendar year may be made beginning October 1st.
- The library reserves the right to limit the number of meetings held by any group or organization to maximize availability of meeting room space for as many groups as possible
- It is the responsibility of the group using the room to set-up tables and chairs, as well as clean-up when finished. A fifty dollar (\$50) minimum fee will be assessed for any special cleaning required.
- Misuse of the community room or violations of the Library Rules of Conduct will result in the loss of future privileges for the individual and/or group as determined by the Library Director.
- Use of the community room by any group does not constitute Library endorsement of said group's policies or beliefs.

Use of Library Equipment

Any group wishing to utilize the library's audio-visual equipment will need to notify the library one week in advance. The group reserving the community room is responsible for lost or damaged equipment.

Reservations

Reservations are required for use of the community room and activity room (if applicable). The activity room can be reserved with Library Director approval in special circumstances. The person in charge or representing the group must sign a reservation form for each use. Reservations for multiple dates are not allowed.

Group Study Rooms:

There are two (2) rooms designated as quiet, study rooms. These rooms are available on first-come, first-serve basis and are limited to two hours use per day.