

Meeting Room Reservations, Use Policy and Request Form

In our role as a community center, the Morton-James Public Library encourages the public to use the [Kimmel Gallery, lower level North Meeting Room and main level East Room](#) for meetings, programs and private gatherings. Library activities or events will have priority over public requests to use the [rooms](#). Permission to use the [meeting rooms](#) does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed during a meeting/[event](#).

Meeting Room Reservations

1. Nonprofit, community groups, community organizations and private gatherings may use the Library meeting rooms. The [Kimmel Gallery is available for meetings/events after regular Library hours](#). The [lower level North Meeting Room and main level East Room](#) may be used for small groups during regular Library hours.
2. A freewill donation to the Library is suggested for the use of a meeting room. Use of a meeting room is not contingent upon receiving a donation.
3. Reservations can be made by phone, [completing the form on the Library website](#), or by contacting the Library [in person](#). Reservations must be made by an organization or group representative over [nineteen \(19\)](#) years of age. The full name of the representative, organization or group, a brief description of the meeting/[event](#) and a [current](#) phone number are required when making a reservation.
4. The reservation will be confirmed as soon as possible for phone calls and walk in requests. Requests received through the website will be confirmed within two (2) business days.
5. The representative will be responsible for setting up before the meeting/[event](#) and returning the room to its original state following the meeting/[event](#).
6. If the meeting is to start after the library is closed, the representative of the organization or group needs to be at the library at least 15 minutes before closing time. A reservation outside normal library hours depends on availability of staff and whether this will impact normal library operations.
7. Library staff should be notified as soon as possible if a scheduled meeting has been canceled. The library reserves the right to cancel or reschedule any meeting. An adult leader over the age of [nineteen \(19\)](#) needs to be present at all times to supervise groups of children. [It is recommended that at least 2 or more adults be present for meetings/events for children under the age of 13.](#)

Meeting Room Use

8. The Kimmel Gallery offers a kitchenette, eight (8) folding tables and fifty (50) folding chairs. The room is located close to handicap accessible public restrooms. Maximum room capacity is 100.
9. [The North Meeting Room is located on the lower level. It can be accessed without using stairs. The room comfortably holds twenty \(20\) people. The East Room is located on the main level with one study table and four \(4\) chairs.](#)
10. Alcoholic beverages, smoking and open flame, such as candles, are prohibited.

11. Audiovisual equipment is available upon request at no charge, but it is strongly recommended that the representative confirm compatibility with personal devices prior to the time of the meeting.

12. No items may be sold unless for the profit of the library or for fundraising to benefit non-profit organizations in our community. **Authors requesting to sell books will need the approval of the library director.** A reasonable fee can be charged to recover costs of refreshments and materials for programs.

13. Refreshments may be served. All supplies must be provided by the person or organization using the room. Please **use care when selecting refreshments.** Bright red drinks, open cups and running children might not be the best combination. The Library belongs to everyone in Nebraska City. Please **assist with maintaining** the condition of the meeting rooms.

14. In the event the room or equipment is damaged, a damage fee will be assessed and charged. Failure to pay the damage fee can result in civil action being taken by the Otoe County Attorney in county court at the discretion of the Library Board (See Code of the City of Nebraska City, Sec. 20-7, pg. 1142-1143 and Chapter 51, Section 214 of the laws of Nebraska for authority to take such action). It may also result in a ban on use of **the meeting rooms** for both the representative and the organization/group.

15. The Library reserves the right to require additional insurance for special events.

16. The Library Board of the Morton-James Public Library reserves the right to amend these regulations at any time. For good cause, the Library Director may waive any **meeting room** regulation.

**Morton-James Public Library
Meeting Room Request Form**

A freewill donation to the Library is suggested for the use of a meeting room. Use of a meeting room is not contingent upon receiving a donation.

Date of Request _____

Group Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Large Group - Kimmel Gallery Small Group - North Room One-on-One – East Room

Program/Event Date _____ Time _____ to _____

Purpose of Meeting _____

(See Policy #12): No items may be sold unless for the profit of the Library...

Open to the Public Yes No

Food or drink being served Yes No

(See Policy #13): Please use care when selecting refreshments.

Technical Equipment Requested:

- Projector Yes No
- Screen Yes No
- Laptop Yes No
- Podium Yes No
- Sound System Yes No

Kimmel Gallery Only

NOTE Policy Item # 14: In the event the room or equipment is damaged, a damage fee will be assessed and charged. Failure to pay the damage fee can result in civil action being taken by the Otoe County Attorney in county court at the discretion of the Library Board (Sec Code of the City of Nebraska City, Sec. 20-7, pg. 1142-1143 and Chapter 51, Section 214 of the laws of Nebraska for authority to take such action). It may also result in a ban on use of **the meeting rooms** for both the representative and the organization/group.

Yes, I have read the Meeting Room Reservations and Use Policy.