



Barr Memorial Library Meeting Room Policy

PURPOSE

In keeping with our Mission to be an anchor of the Fort Knox community, Barr Memorial Library offers meeting rooms for use by community groups and individuals for informational, educational or cultural meetings and programs when not needed for Library purposes. Please note that the Library reserves the right to cancel a meeting should the space(s) be needed for Library purposes.

MEETING ROOM REQUIREMENTS

- There is no charge for the use of Library meeting room(s).
- Groups using meeting room(s) must be non-profit and affiliated with Fort Knox.
- No admission fee may be charged by groups requesting meeting room(s).
- **Room bookings are subject to cancellation if the room is needed for Library programming.**
- Meeting room reservations must be made at least 24 hours in advance and no more than three months in advance. One person, at least 18 years old, must fill out a meeting room application and be the point of contact (POC) for the group. There must be at least one person 18 years of age in attendance during the meeting. Application is not a guarantee of reservation. The POC will be contacted once approval has been met.
- Reservations for regularly scheduled meetings on a weekly, monthly, or other recurrent basis must be approved by the Library Director on a case by case basis.
- Notice is required for cancellation. If a group cancels two times in a three month period without notice, their meeting room privileges may be suspended. If a meeting does not occur and the library does not receive cancellation notice in two or more instances, the Library reserves the right to cancel future reservations of the meeting room(s).
- Users are responsible for publicity and registration. Publicity may only list the Library as the meeting location. Publicity may in no way suggest that the activity is an official Library or DFMWR event.
- Hanging signage on the meeting room walls is not permitted.
- In the case of the large meeting room, the partition wall separating the Teen Corner from the meeting room must remain closed.
- Meetings must be held during Library hours. All meetings must end 30 minutes before closing. Groups are responsible for keeping attendance in compliance with stated fire codes.
- Each group using meeting room(s) are responsible for all damage to the room and its contents, including any Library equipment used. The full cost of repairs will be assessed by the Library.
- The Library is not responsible for loss, damage, etc. of personal items.
- Refreshments are permitted in accordance with the Library's food and drink policy. Any exceptions must be approved in advance by the library director.
- Any use of IT equipment must be approved at least 24 hours in advance by Library administration.
- Tampering with/theft of IT equipment is grounds for immediate cancellation and suspension of meeting room privileges.
- Room setup is the responsibility of the group. The room must be returned to its original condition once the meeting is over.
- While staff interruption (i.e. entering the space during a meeting) is infrequent, it may be necessary due to library operational needs.

APPLICATION

Complete the attached form and return it to the Library in person; e-mail to usarmy.knox.id-training.mbx.dfmwr-barr-library@army.mil; or fax to (502) 624-7528.



Barr Memorial Library Meeting Room Application

Date of Application: _____

Name of Organization: _____

Is your Organization Non-Profit? _____ Yes _____ No

Date of Meeting: _____

Hours Available: Monday - Thursday 9:00am-7:00pm
Friday & Saturday 9:00am-4:30pm

Time of Meeting: _____
Beginning End

Purpose of Your Meeting: _____

Estimated Attendance: _____

Computers/Technology Requested: _____

Name of Applicant: _____

Contact Number: _____

Contact Email Address: _____

Mailing Address: _____

By signing below, I hereby acknowledge that:

- All events must end 30 minutes prior to Library Closing.
- I have read and agree to follow the Meeting Room Policy of Barr Memorial Library.

Applicant Signature

Date

For Library Use Only:

Taken By (initials): _____

Approved _____ Denied _____

Mini-Meeting _____ Large _____

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