



## **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 a meeting room for use by community groups for informational, educational or cultural meetings and programs when not needed for Library purposes.

### **REGULATIONS**

- There is no charge for the use of the Library meeting room.
- Groups using the meeting room must be non-profit and affiliated with Fort Knox.
- No admission fee may be charged by groups requesting the meeting room.
- Room bookings are subject to cancellation if the room is needed for Library programming.
- Meeting room reservations must be made at least 72 hours in advance and no more than six months in advance. One person, at least 18 years old, must fill out a meeting room application and be the point of contact 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.
- A 24 hour notice is required for cancellation. If a group cancels two times in a six month period without notice, their meeting room privileges may be suspended.
- 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.
- The partition wall separating the Teen Room from the meeting room must remain closed.
- Meetings must be held during Library hours. All meetings must end 20 minutes before closing.
- Groups are responsible for keeping attendance in compliance with stated fire codes.
- Each group using the meeting room is 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 72 hours in advance by Library Administration.
- Room setup is the responsibility of the group. The room must be returned to its original condition once the meeting is over.

### **APPLICATION**

- Complete the attached form and return it to the Library in person; e-mail to [army.mwr.barr.library@mail.mil](mailto:army.mwr.barr.library@mail.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-7:10pm  
Tuesday, Wednesday, Friday & Saturday 9:00am-4:40pm

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 20 minutes prior to Library Closing.
- I have read and agree to follow the Meeting Room Policy of Barr Memorial Library.

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Applicant Signature

Date

**For Library Use Only:**

Taken By (initials): \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_