

Chapter 6 Library Facilities

6.1 Meeting Room Use

The library welcomes the public use of its meeting facilities, including the auditorium, the Leyda Room, and other open areas. Use of the library's meeting facilities is subject to the terms of this Chapter 6, and, by using such facilities, all persons, groups, and organizations agree to the terms of this Chapter and to the terms of the library's other applicable policies.

Preference for the use of the meeting facilities will always be given to the library for library-sponsored programs, but community groups and organizations engaged in educational, cultural, intellectual, charitable, or entertainment activities and for-profit groups may also use the rooms.

Access to meeting space is provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. The library does not advocate or endorse the viewpoints of any group or individual.

Requests are handled on a first-come, first-served basis by the library staff person in charge of the meeting room schedule. However, if a library program conflicts with a non-library group using the meeting areas, the library will work with the requester to find other locations in the library or other dates for their meetings.

Reservations are required for the use of the meeting facilities and must be made using the Meeting Room Application available at the library help desk and on the library's website at www.plattsmouthlibrary.org.

Each person submitting a Meeting Room Application ("Applicant") and the group or organization for which the Applicant is applying to use the meeting facilities ("Organization") shall be responsible for any damage to the meeting facilities or other Library property caused by the Applicant, Organization, or any attendees of the meeting. The Applicant and the Organization shall also be responsible for, and shall promptly pay, any repair or cleaning charges assessed by the Library in connection with the use of the meeting facilities by Applicant, Organization, or any attendees of the meeting. The Applicant and the Organization shall indemnify and defend the Library, the City, and their employees from any claim, demand, suit or cause of action which may arise out of the use of the meeting facility by the Applicant, the Organization, or any attendee of the meeting, except those claims, demands, suits or causes of action arising due to the negligence of the Library, the City, or their employees.

No meetings will be scheduled for days the library is closed. Meetings should not extend before or after library hours without approval from the Library Director.

The library does not charge for use of the meeting room nor should groups using the room charge attendance. However, a presenter may charge a nominal fee to participants to cover materials used in a workshop or course.

The library provides some audiovisual equipment for use in the meeting room space. This equipment should be reserved in advance and checked out for use. As time permits, library staff may be available to set up or take down this equipment or to arrange the room. However, groups should allow adequate time to arrange the room to their needs.

Light refreshments may be served in the auditorium provided the space is cleaned up by the group using the room. The library's coffee pot may be used provided the group supplies its own coffee and washes the pot after each use. Alcoholic beverages, which require a Special Designated License, are not allowed unless the group has procured such license.

Program presenters may request to sell related products at the events. These requests must be approved by the Library Director, the products must be related to the program or event held and may be presented only within the program space or meeting room. Aggressive selling will not be allowed. For library-sponsored programs, items may be displayed and made available before or after the program, and participants may be informed that items are available for purchase if interested.

If a meeting is cancelled, the library must be notified as soon as possible so that the space may be made available to others.

In the rare event that the library must cancel a reservation due to inclement weather or facility issues, library staff will contact the reservation requester as soon as possible to notify them of the situation and attempt to find a reasonable opportunity to reschedule.

Neither the Library nor its employees shall be responsible for the loss or damage to any property of Applicant, Organization, or any attendee of Applicant's meeting caused by vandalism, theft, fire, flood, or a similar event. Equipment, supplies, or personal belongings of an Applicant, the Organization, or any attendee of Applicant's meeting must be removed immediately after the conclusion of the Applicant's meeting. No equipment, supplies, or personal belongings of the Applicant, the Organization, or attendee of Applicant's meeting may be stored or left in the library without a written agreement between the owner of such property and the City.

Failure to comply with the meeting room use policies or the library's "Code of Conduct" may result in denial of future use of the space, financial liability for damages, and/or immediate removal from the room.

6.2 Displays and Exhibits

Library display cases and exhibit space are intended for exhibits or displays related to library business or library-sponsored activities and items of educational, cultural, or civic interest to the community. Library requirements take precedence over other exhibits.

No poster, display, exhibit, pamphlet, brochure, leaflet, booklet, etc., will be exhibited, displayed, or placed in the library for distribution without the permission of the Library

Director. Displays for the sale of private items or services are not permitted unless they are part of a library program.

1. Individuals and community organizations are encouraged to provide exhibit materials for the locked glass showcases. Requests will be considered in the order in which they are received.
2. The Library reserves the right to limit the size, number of items, or the schedule of the display and the frequency with which the artist or organization may have a display.
3. Displays are kept for one month, generally. Exceptions are arranged with the library.
4. Any publicity material related to an exhibit should be submitted to the Library Director for approval.
5. The library assumes no responsibility for the preservation, protection, or possible damage or theft of any item displayed or exhibited. All items placed in the library are done so at the owner's risk.
6. Transportation, mounting, and dismounting of the exhibit are the sole responsibility of the owner. Displays or exhibits that are not removed on or prior to the date established by library management will be removed by library staff.

At its discretion, the library will provide reasonable space on its kiosk or bulletin board for announcements and notices of programs and activities sponsored by civic, cultural, educational, religious, and political groups. Each item should be dated and initialed by staff on the back of the item to denote approval. These notices are short-term and will be weeded regularly. Notices posted without authorization will be removed.

The library does not permit the posting of business or personal signs on the premises outside the building. Exceptions may be made for signs such as those to promote smoking cessation or “get out the vote”. All requests will be reviewed by the Library Director.

The presentation of any display or exhibit does not imply an endorsement of the content by the library, the Library Board, or the library staff.

6.3 Equipment Usage

All equipment will be maintained in working order by the library. Patrons using library equipment are expected to exercise due care and to promptly report any malfunction. Patrons must pay for damage to the equipment while in their care.

Approved by the Library Board, 3/25/2015

Revised and approved by the Library Board, 11/25/2015, 6/27/2018, 4/26/2023, 10/29/2025