

BIRMINGHAM PUBLIC LIBRARY MEETING ROOM GUIDELINES

Effective March 1, 2012

Welcome to the BPL! We are delighted that our meeting room meets your needs. We have provided this checklist to help you understand your responsibilities in using our facilities. Please let us know if you have any questions. The staff member listed below is your contact for meeting room use today.

Name: _____ Date: _____ Time: _____

Staff Contact: _____ Telephone: _____

- The meeting room will only be released to the person whose signature is on the meeting room reservation/rental contract. ID must be provided at time of use.
- Groups of individuals under the age of 21 must have an adult sponsor in attendance at the meeting at all times in the meeting room.
- All events no matter the type (meetings, parties, etc.) must be free of charge, unrestricted and open to the general public.
- Any temperature adjustments must be made by library staff only.
- All setup, taking down, and storing of tables and chairs is the responsibility of the renter of the room. Furniture from other areas of the library may not be moved into a meeting room.
- Decorations may not be hung from the ceiling or attached to library walls. Any and all balloons must be attached to weights or secured to tables or chairs. The use of latex balloons may be prohibited / or banned at some locations.
- The use of loose particulate material (confetti, glitter, etc.) is not permitted
- No open flames such as candles, sterno, or lanterns may be used.
- The library does not provide equipment (ladders, television, projector, CD/DVD player, extension cord, etc.) or office supplies (tape, scissors, markers, paper, etc.)
- There are no kitchen facilities available for public use. Light refreshments only.
- All persons in the library must abide by the Birmingham Public Library Rules and policies. These rules are posted in each library meeting room.
- Children must be supervised at all times. Users must abide by the Unattended Children's Policy while their parent or guardian is in a meeting at the library.
- The meeting room must be cleaned, vacuumed, and otherwise left in satisfactory condition. At branch locations a vacuum cleaner, broom, dust pan and garbage bags are available upon request.
- Person(s) renting the meeting room are responsible for collecting all trash generated during the event and depositing it in the dumpster or where indicated by staff at branch locations.
- All meetings, parties, etc. must be completed and the room cleaned up and restored to proper order 30 minutes before the library closes at branch locations. At the Central Library, parties or any events with food must end 1 hour before closing. **Today the room must be vacated at _____.**
- At the end of the meeting room use, the person whose signature is on the meeting room rental contract must see library staff for check out.