

B.S. RICKS MEMORIAL LIBRARY
Conference Room Reservation Request

Name of Organization/ Individual _____

Name of Person Completing Form _____

Daytime Phone of Person Completing Form _____

Mailing Address of the Person Completing the Form _____

Date Requested _____ Time _____

Note: USE OF ROOM BEFORE OR AFTER REGULAR HOURS REQUIRES PRIOR
ARRANGEMENT AND A NON-REFUNDABLE FEE OF \$35.00.

Purpose of Meeting _____

Anticipated Attendance _____ Will you serve refreshments? _____

ITEM	COST	DATE PAID
Cash Security Deposit Required (Refundable)	\$100.00	
Non-Refundable Usage Fee	\$150.00 for 4 hours	
Non-Refundable Usage Fee	\$250.00 for 8 hours	
Non-Refundable After-Hours Fee	\$35.00	

I, the undersigned, being twenty-one (21) years of age or older, have read the meeting room policies and regulations and agree to comply therewith. I agree to be responsible to the B.S. Ricks Memorial Library for the use and care of the library property and facilities. I understand my responsibilities as the undersigned include the following:

- Remaining on the premises during the entire meeting,
- Paying for any damage to library property occurring during or in connection with the meeting,
- Enforcing the meeting room regulations,
- Cleaning up the room at the conclusion of the meeting, and
- Securing the room after the meeting by notifying library personnel that the meeting is finished.

I further agree that the library will be held blameless for any damage and/or injury to persons or property involved in the use of the meeting rooms.

Applicant Signature _____ Date _____

-----FOR LIBRARY USE ONLY-----

Date Approved _____ Date Disapproved _____

Date Security Deposit Refunded _____ Check Number _____

This policy was adopted by the Yazoo Library Association Board of Control on March 23, 2012. Revision requires Board action.

**B. S. Ricks Memorial Library
Mississippi Chemical Conference Center
Meeting Facility Policy**

Purpose

The purpose of this policy is to establish the regulations regarding the use of the meeting facility at B. S. Ricks Memorial Library by community organizations and groups.

The meeting facility is designed to meet general informational, educational, cultural and civic needs including activities such as discussion groups, panels, lectures, conferences, seminars, exhibits, displays and story times. Library programs or library-sponsored programs will have priority use of the meeting facility. The Board of Control does not allow use of the meeting facility for purely social functions of any type or sort.

The meeting facility is available to organizations and individuals engaged in legal activities as based in Yazoo County, regardless of their beliefs or affiliations. Any individual or group that violates the following guidelines will not be allowed future use of the facility.

General Guidelines for Organizations or Groups

Reservations: A representative of the group must make reservations for the meeting facility. The representative must be 21 years of age or older and hold a valid library card from the B. S. Ricks Memorial Library. The representative must be on the premises during the entire course of the meeting. Meetings that have the potential for more than 125 people in attendance will not be allowed. Telephone reservations are tentative and not considered final until a reservation form is completed and all room fees are paid. No group may schedule the meeting facility more than once a month and for no more than three (3) consecutive days. The Library Director has the authority to override this policy on a case-by-case basis.

The representative signing the form is responsible for damage or loss of library property, equipment or furnishings. Further, the representative signing the form is responsible for the conduct of the group with the knowledge that the B. S. Ricks Memorial Library will not be responsible for damage to the property of authorized users of the meeting facility and will not store users' property or supplies. If there is an application for use of the meeting facility that this policy does not clearly cover, the Library Director is authorized to approve or disapprove the application. If an exceptional request is not covered by the policy, it must be referred to the Library Board. The Library Board meets the third Tuesday of each month.

Fees: There is a nonrefundable \$150 fee for every half day (up to four hours) and a nonrefundable \$250 fee for every full day (up to eight hours) to use the meeting facility. These nonrefundable fees cover expenses for use of utilities, janitorial service, supplies and carpet cleaning. The group must provide \$100 cash security deposit paid in advance that will be refunded if the facility is left in good order. A refund check for the security deposit (if applicable) will be mailed at the end of the month.

Night and Weekend Meetings: Groups using the meeting facility after library hours must pay an additional fee of \$35. This fee is for assigned library staff to lock the facility and set the alarm.

Hours of Operation: The meeting facility is available Monday through Saturday. No meetings can be scheduled before 9:00 A. M. All meetings must be concluded, the room cleaned and returned to its original condition and vacated by 5:00 P.M. The meeting facility is not available Sundays or Holidays when the library is closed.

Meeting Policy: All meetings must be free of charge and open to the public and media. Library personnel will have free access to the meeting facility at all times and reserve the right to monitor all meetings to ensure the guidelines are being followed. The meeting facility will not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising (except fundraising for the benefit of B. S. Ricks Memorial Library). The organization cannot solicit donations, offerings, dues or fees, whether in advance or at the door, for any program, exhibit or refreshments served. Special consideration will be given to meetings held by Yazoo County, Yazoo City, U. S. Census or other entities as deemed appropriate by the Library Director. Meetings of a purely social nature are prohibited.

Grounds: Library grounds (outside property surrounding the meeting facility, the library and between the library and Triangle Center) are not available for meetings or special events without the written consent of the Yazoo Library Association Board of Control. Written approval will outline the conditions for using the grounds.

Refreshments: Light refreshments may be served. As the kitchen is not equipped with cooking appliances and all food must be prepared in advance. Groups are responsible for providing all food and beverage items. Groups must provide all serving dishes, eating utensils and covers for the tables.

Alcohol or controlled substances in any form cannot be served in the meeting facility or brought onto library property by any person(s) attending or sponsoring a meeting. The presence of alcohol or controlled substances will terminate the meeting and cause the group to forfeit its security deposit.

The kitchen must be cleaned. Trash must be placed in bags and left in garbage containers prior to leaving the building.

Smoking: The meeting facility is a smoke free facility. Smoking is not allowed in any area of the meeting facility, including restrooms.

Minors: Programs involving minors (17 years of age or younger) must be under the supervision of an adult (21 years of age or older). There must be an adult for every ten minors. The library does not provide childcare services for people attending meetings. Children left in the library without adult supervision will be reported to the proper authorities.

Equipment or exhibits: Groups bringing equipment or exhibits to the facility must provide a Certificate of Insurance showing that the equipment or exhibit is insured against loss or damage. No tacks, nails, tape of any type or putty may be placed on doors, walls, ceilings or furnishings. Nothing may be attached to the walls. Lighted candles or flames cannot be used in the meeting facility.

Noise levels: All noise levels, including music or use of public address systems, must be within the level acceptable by city ordinance. Any noise that disturbs the daily operations of the library or surrounding areas will not be permitted.

Publicity: Groups cannot use the library as their mailing address or use the library phone number as their phone number. A group may not state or imply in any publication or verbal statement that the library sponsors or endorses their meeting. Library staff will not answer questions regarding the meeting, but may refer people to the person who signed the reservation form. The use of the meeting facility by any group does not constitute an endorsement of the group or its beliefs by the B. S. Ricks Memorial Library.

This policy was adopted by the Yazoo Library Board of Control on February 12, 2008. It was amended on May 10, 2010, and March 23, 2012. Any revision requires board action.



**RICKS
MEMORIAL
LIBRARY**

310 MAIN ST.
YAZOO CITY,
MISSISSIPPI
39194

662-746-5557

Sun - CLOSED
M,W,F - 8A-5P
T,Th - 8A-7P
Sat - 8:30A-12P

