
Program and Meeting Room Services

(4/10/12)

The Visual and Performing Arts Gallery is located on the first floor of the Library. When not needed for Library purposes it is available to non-profit community groups at no charge for informational, educational or cultural programs.

The Hays Public Library supports the American Library Association's [Library Bill of Rights](#) which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Use of the space does not constitute Library endorsement of the viewpoints expressed by participants in the programs.

Programs that are planned or sponsored by the Library take precedence over programs by outside groups. If the Gallery space is required for Library Purposes, the Library reserves the right to cancel any conflicting scheduled programs. Notice will be given to the contact person at least two weeks before the program was scheduled to occur. The Library will make every effort to avoid such a cancelation.

The Gallery space may be reserved only by a person with a Hays Public Library card in good standing. This person will serve as the contact and will be responsible for the program. He or she must be present during the program and assumes any responsibility for damage to Library property.

Reservations must be made at least two weeks in advance of the planned program and are made by filling out the Gallery Use Request Form which is available on-line through the Library website or at the front desk. The form must be signed by the contact person and submitted to the Library in person. Reservations are taken on a first-come, first-serve basis and are not final until Library staff confirms the reservation with the contact person.

Reservations can only be made during regular hours of operation and use of the space is contingent on the Library being open (e.g., closing due to adverse weather). In such an event, the Library will notify the contact person.

A group can reserve the room once a month (maximum of 12 times per year) and reservations are for a maximum of 2-hours per instance. Programs must be held during regular business hours and planned so that the Gallery space is vacated no later than 15-minutes before regular closing time. Reservations may be made up to three months in advance.

All programs must be open to the public. No admission fee, registration fee, donation or monetary solicitation of any sort may be sought from attendees.

The Gallery space cannot be used for worship services, but informational religious programs are acceptable. Private, social gatherings are prohibited. Programs involving the sale, advertising, promotion of commercial products or services or programs for commercial use are prohibited. However, performers with pre-approval will be allowed to sell sound recordings, videos and books related to their performance. Members of the Library staff are not permitted to participate or assist in the sale of such items covered by this policy. Political meetings are acceptable for the discussion of ideas but not for campaign purposes, party caucuses, or meetings closed to the public. Political forums sponsored by third party entities are acceptable.

Programs must not interfere with regular library operations or cause a disturbance in the Library.

Limited equipment is available upon request.

Except as a designation of location, the name of the Library may not be used in any publicity.

Individuals or groups using the Gallery space shall secure any necessary performance licenses and indemnify the Library for any failure to do so.

The use of tobacco products and alcohol is prohibited. With approval, food may be served during program.

The Hays Public Library is not liable for injuries to individuals or for damages to or the loss of personal or organizational property of groups using the Gallery space.

Library staff must have free access to the Gallery space at all times. The Library retains the right to monitor all meetings conducted on the premise to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of Gallery space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.

Events and programs sponsored by the Library, the Friends of the Library or the Library Foundation are exempt from the provisions of this policy. Requests for exemptions to this policy must be made in writing to the Library Board.