



Antlers Public Library Meeting Room Policy

The use of the Antlers Public Library Community room is governed by the laws of the City of Antlers in Chapter 17, Article 1.

Below is the article as it currently exists. Updates may have occurred. Always refer to the current City of Antlers City Codes for final verification of policies and for current rates for per day use and deposits.

Article 1. Antlers Community Room Section 17-1. Room Deposits and Charges.

1. Community room usage is open to all. Availability is on first come, first served basis. The room can be reserved six months in advance with the required deposit.
2. All municipal meetings are free of charge.
 - A. City Council Meetings
 - B. Municipal Court
 - C. Municipal Board Meetings (Library, etc.)
 - D. Police, and Fire Department Training, Civil Defense
 - E. District Courts/Other courts
 - F. Planning and Zoning
3. For non-profit organizations and other state-run organizations, the fee is donated as an in-kind donation from the City of Antlers, no deposit required.
4. Other people or groups wishing to use the room must put up a deposit before the room is reserved. There will also be a per day fee for the use of the room due at the time of reservation.

Section 17-2. General Rules and Regulations.

1. General rules and regulations are binding to all groups. Variances are allowed with approval of the City Manager or City Council.
2. The community room may be reserved six months in advance.
3. Only one meeting per month per group.
4. Receipt of payment must be presented to the police department before the key can be received.
5. Furniture must be returned to storage room or returned to its proper place. (The room should be returned to its previous order.)
6. Floors and restrooms must be left in clean order.
7. No alcoholic beverages or illegal drugs allowed.
8. Each group is responsible for disciplining members who engage in destructive acts or unbecoming conduct.

9. Each group is responsible for any damage to the building or its contents. In the event of damage that group will forfeit its deposit.

Section 16-3. Collection of Fees.

1. The Antlers Public Librarian shall collect all fees for the use of the Antlers Library Community Room and make all reservations during regular library hours.
2. Reservations and/or cancellations are to be made in advance, in person, with the Antlers Public Librarian during regular library hours; fees shall be paid at the time of reservation.
3. Deposits may be retrieved from the Antlers Public Librarian, during regular library hours, after the room has been inspected for damages.

The library maintains some additional equipment for the public's free use in the meeting room. Such equipment may include, but is not limited to:

- folding tables,
- chairs,
- TV w/ VCR/DVD player,
- lectern with microphone and speaker,
- LCD projector with cart,
- Laptop computer installed w/ Microsoft Office,
- easels that hold flip charts/paper pad (provided by patron),
- 2' x 4' white board easel with dry erase markers,
- slide projector,
- filmstrip projector w/ tape player,
- 8 mm movie projector,
- projection screen, and
- Wii video game system.

The Antlers Public Library makes no guarantees as to the availability or functionality of such additional equipment, nor can the Librarians be available to help run or provide instruction on such equipment. Equipment can be reserved for use with a reservation for the community room by submitting a completed Community Room Equipment form (Appendix A) during reservation.

Current Fees

\$100 deposit
\$50 per day use fee