



McKee Community Room

Policy

479-736-2054

The purpose of the Gentry Public Library McKee Community Room is to provide space for library programs and events, to fulfill the library's role as a community hub where the public can freely attend educational, cultural, or civic events, and to champion the principle of intellectual freedom by providing a forum for the exchange of ideas. When available, the room will be rented to the public for private events.

No person's right to attend a public meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, or disability. No person's right to attend a public meeting or program of a non-profit organization will be denied or abridged because of membership in that organization or group.

Library-sponsored programs, as well as GPL affiliated organizations, will be given reservation priority. Thereafter, requests are considered in the following order:

- City of Gentry agencies
- Local community non-profit cultural or civic organizations providing free public programs
- All other uses, including private events, organizations, groups, businesses, and for-profit entities

Permission to use the McKee Room and/or library meeting spaces does not in any way constitute an endorsement or approval by the library of the beliefs, positions, or actions of anyone using the facility.

The use of the name, address, or telephone number of the Gentry Public Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group or organization for a meeting or event in the McKee Room and/or library meeting spaces may recite the library name, address, and appropriate room designation only.

Groups who publicly announce their meeting by purchasing advertising, widely distributing, or mailing information to the public must include the following disclaimer in their announcements: "Use of the Gentry Public Library meeting facilities does not constitute endorsement of the beliefs, viewpoints, policies or affiliations of the user by the Gentry Public Library."

Any organization/group wishing to use the McKee Room and/or library meeting spaces must complete the reservation form and receive approval of the Library Director or his/her designee in advance of the booking date. A new reservation form must be completed for each request.



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Use Guidelines

The Gentry Public Library McKee Community Room is available on a first come, first served basis, regardless of the beliefs or affiliations of individuals or groups (*this does not imply endorsement of the user's beliefs, methods, or goals*). The McKee Room is available for rent between the hours of 6:00 a.m. and midnight.

Reservations must be made prior to the event by written application. A non-refundable rental fee of \$10.00 per hour must be paid at the time of the reservation. Please allow time for set-up and clean-up of the McKee Room. The use fee will be waived for local community non-profit cultural or civic organizations providing public programs. Local community is defined as groups organized and have their active base and function within the Gentry Public School District. However, if any of the local community non-profit cultural or civic organizations demonstrate a lack of compliance to any section of the "Use Guidelines" or poor performance of stated inspection needs, such organization will become subject to loss of booking privileges.

1. Library programs have precedence in scheduling. Groups with minors must be chaperoned by adults. Programs must not disrupt the use of the library.
2. Facilities may not be used for the sale of goods or services, except for library fundraising events.
3. Light refreshments are allowed, including catered lunches. No food preparation on the premises – warming of food only.
4. Drinks made with dyes, such as Kool-Aid or fruit punches are not allowed because of the stains they create.
5. Confetti and/or confetti balloons are prohibited
6. No alcoholic beverages, smoking, tobacco, or vaping products. No guns or weapons.
7. Groups may not contain more than fifty (50) people – the posted room capacity.
8. Users are responsible for returning the room to its pre-rental condition and arrangement. City personnel are not available to help with this.
9. Groups with on-going meetings must re-apply before the end of each year. If a problem develops with the rental of the room, ongoing meeting privileges may be revoked. No group may assign its reservation to another group.
10. Keys for the building cannot be duplicated.
11. The City of Gentry or the Gentry Public Library Association is not responsible for personal properties or the security of attendees.
12. City personnel reserve the authority to determine behavior inappropriate and to take appropriate remedial action.



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Reservation Form

Reserving the Gentry Public Library McKee Community Room requires \$10 for every hour that the room is rented. When scheduling, please allow time for set up, as well as clean up. Reservations must be made in person at the Gentry Public Library front desk and payment is required upon reservation.

Please review “McKee Community Room: Policy” for “McKee Community Room: Use Guidelines” regarding expectations. For questions, call 479-736-2054.

Failure to adhere to guidelines can result in the loss of rental privileges.

Please complete below (print):

Name: _____

Group Name: _____

Date of Event: ___ / ___ / ___

Time slot being reserved (please write in format 8 am – 2:00 pm, for example) _____

Type of Event: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Primary phone (_____) _____

I agree to abide by the policies and guidelines that I received upon reservation, and I will complete the Inspection Checklist before leaving the facility.

Signature: _____

NOTE: The Inspection Checklist is posted in the McKee Room for your convenience. Please verify you have completed the checklist before leaving. Leaving the McKee Room in poor condition can result in loss of access to facilities.

Staff Use Only:

Payment received \$ _____ Payment Method: Cash / Check / Credit Card

Staff Initials: _____