

Building Use Policy

Building Hours

Normal operating hours of the Hays Public Library are:

Monday-Thursday 9AM-8PM

Friday 9AM-6PM

Saturday 9AM-5PM

Sunday 1PM-5PM

No one is permitted on library grounds between 1 a.m. and 5 a.m.

The Library Director has the authority to close the library for weather, training, facilities issues, or other reasons deemed necessary. The Library Director should notify the Board of all closings.

ADA Compliance

Hays Public Library complies with the [Americans with Disabilities Act of 1990](#).

Non-Discrimination Statement

The right of an individual to use the Hays Public Library shall not be denied or abridged because of age, sex, religion, national origin, social or political views, disabilities, or health conditions. This includes staff members.

Meeting Room Services

[Multiple meeting rooms](#) are available to non-profits, individuals, community groups, government agencies, or businesses at no charge to hold educational and cultural programs and meetings.

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.

General Policies

- All meetings in large rooms must be open to the public.
- All meetings must be held within the hours the library is open to the public.
- Library staff must always have access to meeting rooms.
- No admission fee, registration fee, donation, product sales, or monetary solicitation of any sort may be sought from attendees. This includes sales for future solicitations.
- All patrons using any rooms must comply with the [HPL Patron Code of Conduct](#).
- If library staff are responsible for setting up or breaking down tables, a \$25 fee applies. Staff availability to set up the room is not guaranteed.
- If staff are required to provide prolonged technical support, a \$25 per hour fee applies with a minimum fee of \$25. Staff availability to assist with technology is not guaranteed.
- Any use of the meeting rooms should not be conveyed or advertised as an event endorsed by HPL.

Large Meeting Rooms

- Large meeting rooms may only be reserved by a person 18 years or older.
- Parties, receptions, and other gatherings that are primarily social in nature, such as birthday parties, retirement parties, etc, are not allowed.
- The large meeting rooms require either a library card or a copy of a photo identification with current address to be on file (with room application).
- A meeting room use application must be completed and reservation confirmed by a staff member for large meeting rooms.
- A person or organization may only have three reservations for large meeting rooms at one time and may only reserve a large meeting room three times over a three-month period.
- Reservations have a maximum of 4 hours.
- Reservations should be made at least 48 hours in advance for large meeting rooms.
- Rooms may not be reserved more than three months in advance.

- If no one arrives or contacts staff within fifteen minutes after the reservation begins, the reservation will be considered a no-show and the reservation cancelled.
- Large meeting rooms may be used by all patrons if currently not in use or reserved.

Small Meeting Rooms

- Small meeting rooms may be reserved by all ages.
- The rooms may be reserved immediately if available.
- Individuals are limited to one two-hour reservation of a small meeting room per day.
- A patron may have three reservations at any given time.
- Rooms may not be reserved more than three months in advance.
- If no one arrives or contacts staff within fifteen minutes after the reservation begins, the reservation will be considered a no-show and the reservation cancelled.
- Small meeting rooms may be used by all patrons if currently not in use or reserved.

Liability

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

Library Use

Programs 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 or change rooms for any conflicting reservations. 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 cancellation.

Events and programs sponsored by the Library, the Friends of the Library or the Library Foundation are exempt from the provisions of this policy.

Interpretations and exceptions to the meeting room services policy may be made by the Director or designee.