

Section: Administration

Subject: Children's Program Room and Compton Board Room

Effective Date: January 15, 1997 (Rev. 05/15/2002) (Rev 02/19/03) (Rev 5/20/15)

Summary: This document outlines the rules for use of the Olathe Public Library's Children's Program Room and the Compton Board Room.

Policy: The Olathe Public Library has two rooms that may be utilized for library programs, library meetings and other acceptable library gatherings. The following guidelines should be followed by staff, library board members, and non-profit community groups using either of the two rooms:

1. Both rooms are available for use by library staff or library board members. Library programs and meetings will be given first priority when scheduling meetings. The library reserves the right to work with outside entities to produce pertinent programs for the community. If necessary, any fees incurred (honorariums, publicity, etc.) will be paid by the library.
2. The Children's Program Room is used for regularly scheduled storytimes and special children and/or adult programs planned by library staff. The library staff should schedule use of the room through the Children's Department Supervisor. The Children's Program Room is not available for public use.
3. The Compton Board Room is primarily used for monthly library board meetings, committee, department and staff meetings. Evaluations and interviews may also be scheduled in this room. The library administrative assistant schedules all meetings for the Compton Board Room.
4. The Compton Board Room may also be used free of charge for city or community related committee meetings. Groups are to be non-profit and limited to 12 or less participants. Room use is limited to regular library operating hours and light snacks are permitted, as approved by the library director. Reservations must be made through the library administrative assistant. Costs associated with damage incurred during use of the room is the responsibility of the group using the facility.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement by the library of that group's policies or beliefs. The Olathe Public Library reserves the right to deny use of the Compton Board Room to any group which violates the above listed guidelines. Library use of the Compton Board Room always takes priority.

5. These rooms are not to be used by patrons for private study.



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6. Smoking (as defined in Administrative Policy Manual 10-000-01) is not allowed in these rooms or in any other area of the library.
7. These rooms are not available for money raising or sale of items. The only exception will be activities sponsored by the Friends of the Library, the Olathe Public Library Foundation, or the Olathe Public Library.
8. No group or organization other than the Friends of the Library and/or the Olathe Public Library Foundation may use the library's address or phone number as its official mailing address or headquarters.