

B. MEETING ROOMS

1. Use of meeting rooms

The meeting rooms may be used by profit, non-profit, civic or cultural groups and individuals.

The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies, beliefs or activities. Non-Library groups meeting in the Library may not claim endorsement by the Library or imply that the Library is sponsoring the program.

- a. Use of the small south meeting room by government agencies and non-profits, IRS 501 (C) (3) is free.
- b. Government agencies and non-profits may use the large north meeting room for the following fees: \$20/four hours and \$30 for over 4 hours.
- c. Commercial organizations, religious organizations (for worship services), groups celebrating events/individuals, political campaigns (including the promotion of specific candidates for political office), and individuals may use the library for the following fees:

Small South Meeting Room	\$25/four hours	\$40/over four hours
Large North Meeting Room	\$40/four hours	\$60/over four hours

- d. Rental Fees must be paid when the meeting room reservation is confirmed. Reservations are not confirmed until receipt of the rental fee. A refund will be issued if the meeting is cancelled one month prior to the event. \$10 will be deducted from the rental fee for processing the refund. The refund check will be processed within 60 days of cancellation.
- e. Physical or exercise activities, music practice, bands, study sessions (less than five people), and un-licensed gambling activities are not allowed in the meeting rooms. Non-profit organizations may hold fund raising activities, as long as they comply with all national, state, and local laws and ordinances. In the event that a non-profit organization does hold a fun raising activity, they will be charged the normal price for the rental of the room.

Rooms are available after the library has opened only during days the library is open:

Monday – Friday	9:10 AM
Saturdays	10:10 AM
Sundays (Sept-May)	1:10 PM

Meeting rooms are not accessible before the library opens or after the library is closed.

Group representatives may not enter the library building prior to the library opening, nor will early deliveries be accepted.

- f. Smoking and alcoholic beverages are not allowed in the library.
- g. Users of the facilities may charge for tuition or materials used in the program or allow membership fees to be collected. The Library will not take registrations or collect money for non-library sponsored events.
- h. Non-Profit Organizations anticipating room set up needs may 1) change the rooms themselves and RETURN TO PRIOR SET UP or 2) request set up arrangements with the Librarian at the time of reserving the meeting room. Groups paying a fee to rent the room will not be assessed a set up fee.

For a charge of \$20.00 per hour Library Staff will set up the room as the non-profit group desires. The minimum fee is \$20.00.

Library employees are not available to move tables and chairs or otherwise assist with meeting room setup. Janitorial service is not provided. A Library cart is available for moving materials or food. Meeting room users are responsible for removing all meeting materials and leaving the room clean and in order, or an additional minimum charge of \$20.00 shall be made to the library to cover cleaning expenses or for returning furniture to the original set up. These charges will be assessed to the person signing the meeting room agreement.

Materials or equipment may not be stored in any meeting room or closet. The Library assumes no responsibility for items left in the meeting rooms. Groups using their own equipment must remove the equipment after each meeting.

Library furniture or equipment other than that furnished in the library community room is not to be used without the librarian's approval.

The total number of persons in a meeting room must not exceed the posted seating capacity. The seating capacities for the meeting rooms are:

	Theater Style	With Tables	Children seated on floor
Small Meeting Room	44	31	60
Large Meeting Room	80	74	148

Food and drink, but no alcoholic beverages, may be served. Catered functions are allowable in the both meeting rooms. Food and drink may not be taken out of the rooms. Coffee makers are provided.

Food shall should not be prepared in the meeting rooms nor may portable stoves or burners be used.

As the TV/VCR/DVD and overhead projector are provided at no charge, the library does not provide personnel to operate equipment. Anyone using the TV/VCR and overhead projector must provide their own operator to run the equipment. An LCD projector is available for a rental fee of \$10.00.

Library programs receive first consideration in scheduling all events. Library programs can preempt scheduled events.

Meeting room policies will be posted in the meeting rooms.

If a non-paying government or non-profit group does not show for a meeting without notifying the Library that they have cancelled their meeting, a call will be made to the group representative to determine the circumstances. Groups failing to show up twice will be sent a letter indicating that they have lost meeting room privileges for six months.

2. Reservations and Meeting Room Agreement Contract

Reservations must be made with the Librarian or designated staff member.

A responsible member of the organization must sign the "Meeting Room Contract." Anyone under the age of 18 must have an adult sign the meeting room contract. Adult supervision must be provided during meeting room use.

Groups may schedule regular meetings on an annual basis at the discretion of the Director or designated staff member. (Note section of Article IV, B, I, f). Groups requesting regular use of the meeting room are required to sign a "Meeting Room Contract" in which they release, relinquish and waive any and all claims against the Library for liability, loss or damage whether past or future arising from the use by the organization of the meeting room and the library parking lot. "The library will not be responsible for any loss, damage or theft of any individual's or group's materials left in the Library or Library meeting room." Groups using the meeting room on a regular basis beginning September 1 and ending August 31 of the following year can renew the meeting room contract April 1 through June 30 each year. After July 1, unscheduled times will be open on a first come first serve basis. **If a group must pay a fee to reserve the room it is based on the first organization to pay the fee to reserve the room (first pay first serve)**