

## Community 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.

### Basic Information:

- 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 two (2) weeks 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. Study sessions of less than five people, exercise activities, and music/band practice are not allowed in the North and South meeting rooms. Sales and fundraising events may be held in the meeting rooms, as long as such events comply with local ordinances and federal and state laws. No raffles, wagers, or any gambling activities are permitted in the meeting rooms, except those that are allowed by local ordinances and federal and state laws. In the event that a non-profit organization is holding a fundraising event in the meeting room, they will be charged the same fees as other organizations or individuals for the use of the room on the date(s) that the fundraising event is being held.

- f. 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	Children seated on floor
Small Meeting Room	44	31	60
Large Meeting Room	80	74	148

- g. Rooms are available after the Library has opened only during days the Library is open:

Monday-Thursday 9:10am- 8:45pm

Friday 9:10am- 5:45pm

Saturday 10:10am- 4:45pm

Sunday 1:10pm-4:45pm

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. *(Note: 1 TOPs group have been "grandfathered in" to have meetings prior to the Library's open hours)* Group representatives may not enter the library building prior to the library opening, nor will early deliveries be accepted.

- h. Smoking and alcoholic beverages are not allowed in the library.
- i. 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.
- j. 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 accessed 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. The determination of this charge shall be determined by the Maintenance Supervisor. These charges will be assessed to the person signing the meeting room agreement.

- k. 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.
- l. Library furniture or equipment other than that furnished in the library community room is not to be used without the librarian's approval.
- m. 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 not be prepared in the meeting rooms nor may portable stoves or burners be used.
- n. 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.
- o. Library programs receive first consideration in scheduling all events. Library programs can preempt scheduled events.
- p. Meeting room policies will be posted in the meeting rooms.
- q. 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.