**Meeting Room Policy**

**Available Rooms**

Meeting Room A: 13-85 person capacity

Meeting Room B: 4-12 person capacity

**Agreement for Use**

* The applicant must be 21 years of age or older and shall be the contact person and the only person authorized to make changes in room arrangements. The applicant will be held responsible for the actions of the participants and for the group’s adherence to all guidelines set forth in this policy and all applicable library policies. The applicant and/or organization will be jointly liable for any damage or theft of any Library property caused by members or guests of the group or organization.
* The applicant will check-in with the circulation desk the day of the meeting. When renting Meeting Room A, the applicant will receive the meeting room key to unlock and lock the meeting room. Failure to return the key at the meeting’s conclusion will result in a $50 fee.
* Meeting Room B is available for groups of 4-12. Meeting Room A is available for groups of 13-85. If Meeting Room B is unavailable, smaller groups may reserve Meeting Room A when available. The study room may be reserved for groups of 3 or less.
* The meeting rooms must be reserved at least one week in advance. The meeting rooms may be reserved no more than three months in advance.
* Reservations are not final until approved by library staff and paid for. **All fees must be received within one week after the reservation is approved.** If the reservation is for one week in advance, the fee must be made at the time of the booking.
* Reservations not paid for within one week of the request will be cancelled and the date will become available for other groups or organizations to reserve.
* The library reserves the right to request any group change its approved reservation to another room or date when necessary for a library-sponsored activity. Notice will be given to the contact person.
* Rental of the Library’s rooms does not imply Library endorsement of meetings held; the Library will not provide advertising or advertising space for your group’s activities. When your group advertises, you may provide us as a location, but materials should not imply that we are sponsoring or hosting the activity. Violation of this may result in the Director asking you to clarify your publicity or in cancellation of the room rental.
* Groups should notify the library of a cancellation as soon as possible. Repeated cancellations or unused reservations (2 or more within a twelve month period) will result in denial of meeting room use.
* In the event of an emergency closing of the library, all reservations are automatically cancelled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing. Applicants may also call the library or visit the website to find a message announcing the unexpected closing.

**Priority of Use**

First priority of the meeting room is given to library-sponsored programs or meetings. The following groups may also use the meeting room for cultural, civic, and informal educational purposes:

* Library-related groups
* Non-profit organizations
* Businesses holding non-commercial meetings

Rooms may not be used for parties or purely social gatherings.

**All meetings must be open to the public**. Groups may not charge admission nor solicit or require donations for attendance by non-members and/or the public. No products or services may be solicited or sold. No money can change hands except during library-sponsored programs.

**Hours**

Meetings may be scheduled for the following times:

* Monday-Thursday: 9:00am – 8:45pm
* Friday: 9:00am-4:45pm
* Saturday: 9:00-4:45pm
* Sunday: 1:00pm – 4:45pm

The meeting rooms must be vacated 15 minutes prior to the library closing.

**Meeting Room Fees**

|  |  |
| --- | --- |
|  | Up to 5 hours |
| Non-profit/Civic Groups | $10 |
| For Profit/Commercial Groups | $50 |

If a room is required for more than 5 hours, the Director will have to authorize the extended time and the fee will be doubled.

**Rules and Regulations**

* The meeting rooms must be left in a clean and orderly condition. Groups or organizations holding the meeting must assume all responsibility for setting up and removing tables, chairs, and other equipment. Trash must be removed by the organization and the carpet must be clean of debris. **Failure to leave the room in its original condition may result in a $150 cleaning fee.**
* Smoking, candles, or other fire hazards are not allowed in the library at any time.
* No food or beverages are allowed in the meeting rooms without prior approval of the library staff.
* Storage space for equipment or supplies for the group or organization is not available.
* Persons attending activities in the meeting rooms are subject to all library rules and regulations. Use of the meeting rooms must not disrupt other library patrons.

**Non-Compliance**

* Failure to comply with the above regulations will result in the loss of meeting room privileges.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_