

LIBRARY PUBLIC MEETING ROOM POLICY

Approved by the Library Board - April 27, 2006

Amended 8-24-06, 4-23-09, 12-18-2015, 8-24-2017

- A. The Library meeting rooms (A, B, & C) are available to individuals, organizations, or groups on an equal-access, content neutral, space-available basis, subject to prior scheduling with Library staff and compliance with Library policies. The Library reserves the right to pre-empt use of rooms for Library functions. Violation of these policies concerning meeting and study room use may result in additional charges and forfeiture of future room use privileges.**

I. Non-Availability

- A. Social events are prohibited (e.g. weddings, receptions, showers, birthday parties, card parties, etc.).
- B. Activities that are not open to the public are prohibited.
- C. Activities which the staff believes may cause damage to persons or property, or threaten the security of the facility are prohibited.
- D. Use by individuals, groups, or organizations failing to abide by Library policies is prohibited.
- E. Activities that charge fees to attend a meeting or generate sales on the premises are prohibited. Library Administration has the authority to approve sales if they directly benefit the Library.
- F. Activities are prohibited during the Library's closed hours. Hours of availability are as follows: Sundays 1:00 PM to 6:00 PM; Monday through Thursday 9:00 AM to 9:00 PM; Friday & Saturday 9:00 AM to 6:00 PM.

II. Scheduling and Charges

- A. Rooms are scheduled by Administrative staff.
- B. Weekly reservations must be made on a month by month basis to insure that everyone has the opportunity to utilize the rooms.
- C. The fee schedule is established by the Library Board (See Section IV). Library Administration has the ability to waive meeting room fees if meetings are being held for the benefit of the Library. Meeting room fees are waived for local government entities.

III. Meeting Room Use

- A. Fees must be paid in advance of use and appropriate forms must be signed.
- B. The meeting room key will be obtained at and returned to the Circulation Desk.

- C. The meeting room must be vacated and key returned 15 minutes before Library closing. Failure to comply will result in a \$30 fee.
- D. Alcoholic beverages are prohibited.
- E. Smoking or burning of candles, incense, sage, or other flammable items is prohibited.
- F. Light refreshments and finger foods are allowed but users must exercise care to avoid damage to carpets, furniture, or other Library property.
- G. Only erasable white board markers are permitted to be used on white boards.
- H. Pianos may be moved only by Library staff and use/moving requires a minimum 24 hour notice.
- I. Furniture changed during use must be returned to its original configuration. The room must be cleaned, the coffee pot (if used) thoroughly cleaned, lights turned off, and the door locked before returning the key.
- J. Attaching items to walls or ceilings is prohibited.
- K. Children must be supervised by adults at all times.
- L. Each meeting room contains electronic and audiovisual equipment. Equipment setup and usage is the responsibility of the meeting room user. All equipment must remain in the assigned room and must be restored to its storage cart/cabinet after use.

IV. Fees

- A. Non-profit charges:
 - Room A - \$20.00 for up to four hours of usage, except as otherwise specified in this policy.
 - Rooms B & C - \$10.00 for up to four hours of usage, except as otherwise specified in this policy.
 - A reservation for a one-time or once per month meeting may be made more than four months in advance, but pre-payment is required and will not be refunded if the reservation is cancelled.
- B. For-profit usage and charges:

A for-profit agency is defined as any business or institution which aims to earn a profit through its operations. No special services will be provided other than those already offered to non-profit users. Regular meeting room policies apply.

 - Room A - \$125 for up to four hours of usage.
 - Rooms B & C - \$75 for up to four hours of usage,
- C. Use of the Grand Piano for photography, e.g. senior photos:
 - Requires scheduling of Room A in accordance with existing policy requirements.
 - The usage fee for each client is \$30 per hour and is due in advance.
- D. Cancellation of room reservations must be 24 hours in advance of usage; otherwise room fees will apply. Prepaid reservations are non-refundable.
- E. Wi-fi is available, but the Library will not be responsible if it is not operative. Room fees will remain in effect.
- F. Cleaning charges will be assessed to meeting room users in cases of unusual wear and tear, and may result in forfeiture of future meeting room use. The minimum cleaning fee is \$35.

V. Study Room Usage

- A. There is no charge to use the study and small conference rooms. Users must register at the Information Desk to obtain a room key.
- B. Individual study rooms on the main level are available on a first come, first serve basis. Reservations may be made in advance for the three person study rooms and conference rooms on the lower level by contacting the Information Desk.
- C. Room users must be high school age or older.
- D. If a registered room user leaves the premises for any reason, the room key must be returned to the Information Desk.
- E. Rearranging the study and conference room furniture is prohibited.
- F. Occupancy limits as posted for all rooms must be observed.
- G. Phone conversations and external audio are permitted. However, the rooms are not soundproof, so users must be considerate of volume.