

Meeting Room Policy

1. The Meeting Room may be reserved upon availability for educational, community, or literary purposes by filling out the Meeting Room Application (*attachment # 9*). It may also be reserved for social and commercial gatherings. Reservations may be made up to three months in advance.
 - a. Librarians, government officials, or elected officials may reserve the room free of charge.
 - i. If a government or elected official is using the room for a party or event, they will be charged a fee of \$50.00 for half a day (4 hours or less) and \$100.00 for a full day (4+ hours).
 - b. Nonprofit entities holding a meeting may reserve the room for a \$10.00 fee.
 - i. Proof of nonprofit status must be provided. 501(c)(3), 501(c)(4), 501(c)(5), or 501(c)(6).
 - ii. If the nonprofit entity is using the room for a party or event, they will be charged a fee of \$50.00 for half a day (4 hours or less) and \$100.00 for a full day (4+ hours).
 - c. All other groups reserving the room for a meeting, event, or party will be charged a fee of \$50.00 for half a day (4 hours or less) and \$100.00 for a full day (4+ hours). Tax included.
 - d. Groups that serve food may require a refundable security deposit of \$50.00.
 - i. The deposit will be refunded once the library staff has inspected the room and determined nothing was damaged and the room was left as it was found.
 - ii. Failure to comply with library policy, damage to library property, or the Meeting Room left in an untidy state will result in forfeiture of deposit.
 - iii. The person renting the room is responsible for collecting the refundable deposit from the library within 30 days of the event or the deposit will be forfeit.
 - e. Once the library has received the fee, your reservation will be confirmed.
 - i. If you need to cancel your reservation, your fee will be refunded to you.
 - ii. Repeatedly failing to notify library staff of cancellation may result in suspension of meeting room privileges.
 - iii. There is a limit of five reservations a month for recurring events and meetings.
 - f. On rare occasions, public reservations may be canceled due to library needs.
 - g. Patrons may use the meeting room for quiet study or to work when it is not reserved for a group.
2. The director has the option of deferring any questionable request to the Library Board.
3. Groups requesting a regular meeting schedule should contact the library at the beginning of each quarter.
 - a. A new Meeting Room Application must be filled out yearly.
4. The person renting the room is responsible for signing the Meeting Room Application; paying the fee (and deposit); obtaining the key; scheduling; ensuring policies and procedures are followed; acting as a liaison with the library staff; and picking up the refundable deposit if applicable.
 - a. The key may be picked up 24 hours in advance if the reservation is outside of library hours.

- b. If the key is lost, the person renting the room will be responsible for the cost of re-keying the locks and replacing the keys.
5. Programs which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc. are not permitted.
 - a. The meeting room may not be used for activities prohibited under local, state, or federal law.
6. The Meeting Room must be left in the same condition in which it was found.
 - a. Trash must be taken from the library. It may be put in the dumpster next to the WWII Memorial Building.
 - b. A fee will be charged starting at \$25.00 and up according to damage repairs and the amount of cleaning that needs to be done.
 - i. Security deposits will be put towards damage repairs and cleaning costs. If the amount is greater than the deposit, a fee for the remaining balance will be charged.
 - c. The director may deny future use of the room to individuals or groups that break policy, damage library property, or leave the room in an untidy state.
7. The Meeting Room has a hospitality area and coffee makers available for use.
 - a. Dishes and consumable products must be provided by the group.
 - b. Coffeemakers must be washed, dried, and stored and the hospitality area left clean and tidy.
8. The Meeting Room has a 70" TV for use as well.
 - a. All groups using the meeting room are liable for any damage to the TV and its components during use of the meeting room.
9. No alcoholic beverages, smoking, illegal drugs, or red colored drinks are permitted in the library or meeting room.
10. No tape, nails, pushpins, or tacks may be used on the walls or carpet.
11. Any audio-visual materials brought into the library to be shown and/or heard must have "Public Performance" rights in accordance with federal copyright law.
12. The library will not provide supplies, additional equipment, or personnel for those who use the room.
13. The library will not store any materials or equipment belonging to groups or individuals using the Meeting Room, unless otherwise approved by the Library Board.
14. During library hours, please park at the west end of the parking lot.
15. The library assumes no responsibility for personal belongings, organizational materials, or equipment used in the meeting room.
16. The fact the library permits a group to use its meeting room does not in any way constitute an endorsement of the group's policies or beliefs by Library staff or its Board.
17. Failure to comply with these rules, misrepresentation by the applicant(s), or disorderly conduct will result in forfeiture of the deposit and of future rights to use the meeting room.

Updated and approved by the Library Board 04/18, 06/22 HK, 12/23 HK