



Meeting & Conference Room Reservation Policy

I. General guidelines

1. The library's meeting rooms are made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
2. The primary focus of any meeting shall not be for the sale of merchandise or services.
3. Use of the Library's meeting rooms does not imply endorsement by the Library, Library staff or Trustees of the viewpoints presented. Meeting room users agree not to imply any such endorsement in promotions leading up to the event or during the event.
4. Whoever signs the application form is responsible for the room key, the maintenance fee, and condition of the room. If the original signer sends a proxy to pick up the key, that person must sign as the new responsible party and take responsibility for the key, the maintenance fee, and condition of the room.
5. These activities are prohibited:
 - a. Use of candles, incense, vapes, cigarettes, other tobacco products, or illegal substances.
 - b. Sale of merchandise as the primary focus of the meeting
 - c. Potlucks, elaborate meals, crockpots, and alcoholic beverages
 - d. Fasteners or tape attached to the walls or ceiling
6. There must be at least one adult present for every 10 children.
7. Lock the front doors during meetings that run past normal Library business hours.

II. Availability

1. No group or individual may use the room on a regular basis for the same purpose (for example, every Wednesday or the first Monday of each month for a club meeting).
2. Requests are honored up to one year in advance.
3. Library programs have priority over all other uses.
4. Library reserves the right to cancel a reservation by giving 30 days written notice to the responsible party.
5. Library reserves the right to refuse a room reservation to anyone.
6. All use of the rooms is subject to Library policy.

III. Deposits and fees

1. Commercial groups or private events will be assessed a \$10 maintenance fee for each hour of use or \$15 per hour with the use of library AV equipment. A minimum maintenance fee of \$20 for two hours is required.
2. Groups organizing public events or non-profit organizations not actively involved in fundraising may use the conference room or meeting room without the requirement of a maintenance fee. However, those meeting for fundraising purposes will be assessed the hourly fee and must pay the \$20 minimum.
3. A \$20 refundable deposit made payable by cash or check is required to reserve meeting room or conference room during Library hours. A refundable \$50 deposit is required to reserve the Meeting Room outside of Library hours. Deposits apply to non-profits and for-profits alike, even when non-profits are exempt from a maintenance fee.
4. The maximum maintenance fee for a one-day reservation is \$100 and \$50 daily for the second and third consecutive days.
5. The maximum length of a reservation is three consecutive days.
6. Users may ask attendees for donations to offset the maintenance fee.
7. Damage to the room or carpet may lead to forfeiture of deposit and additional charges for cleaning or repair.

IV. Room Information

1. Meeting Room

- a. Available daily from 8:00am to 10:00pm.
- b. Room must be vacated by 10:00pm for cleaning crew; building emptied by 10:20pm.
- c. Meeting Room capacity is 125.

2. Conference Room

- a. Available during normal Library hours only, since it is located inside the building.
- b. Room must be vacated before the Library closes.
- c. Conference Room capacity is 12.