

Meeting Room Policy

The primary purpose of the meeting room at the Mark Skinner Library is to support library programs and functions. When not being used by the Library, the room is available for rent to individuals and organizations. **All meetings are scheduled at the discretion of the Library Director.** The Library does not restrict the use of the meeting room based on the subject matter or content of the meeting, or the beliefs or affiliations of the meeting's sponsor.

Reservations for the meeting room are taken on a first-come first-served basis and may be made up to 6 months in advance. Reservations may be taken by any staff member and may be made over the phone. A contact name and phone number are required when a reservation is confirmed. The Library Director and Board of Trustees reserve the right to cancel a reservation at any time.

The meeting room may be rented any day of the week, but if the meeting is scheduled for a day the Library would not normally be open there will be an additional surcharge to cover added heating and electric expenses. See the current library fee schedule for the surcharge. If the meeting is scheduled to take place during a time when the Library is closed, it is the responsibility of the meeting's planner to obtain a key from library staff and get instructions on securing the building. Instructions and the key must be obtained during normal library operating hours. A deposit is required whenever the library key is obtained from a staff member and there is a replacement cost for a lost key. Both fees are detailed in the library fee schedule.

Groups using the meeting room are required to set up for their meeting, return library furniture and equipment to its original location, and leave the room clean and in good condition. **Organizations or individuals renting the meeting room will be liable for any damage they cause.**

AV equipment available in the meeting room includes a small combination TV/VCR, a DVD projector and a pull down screen. Requests for the use of equipment must be made at the time of booking. Meeting planners must provide any other equipment they need.

A small kitchen is available just off of the meeting room and its use is included in the rental fee. Groups or individuals must leave the kitchen clean and in good condition. The Library does not supply consumable goods like paper cups and napkins.

Organizations or individuals who rent the meeting room may not imply that the program is sponsored, co-sponsored or endorsed by the Library in their advertising or publicity. Activities taking place in the meeting room must not interfere with normal library operations. A certificate of insurance may be required from businesses or corporations using the room. Fire regulations limit meeting attendance to 70 people.

Hourly rental rates for the meeting room are included in the library fee schedule. Set up and breakdown time will be included in the total rental time.

The main floor of the Library may also be rented by individuals and groups when the upstairs space is more conducive to the purposes of the meeting, or when the meeting room itself is already reserved. Use of the main section of the Library is restricted to hours the Library is not open for normal business.

A library staff member may be present at any time during the meeting.

Smoking **and the use of alcoholic beverages are** prohibited at all times and in all places in the library building.

Failure to comply with any part of this policy will result in the denial of further use of the meeting room or the main floor of the Library.

I have read and understand the Mark Skinner Library's Meeting Room Policy:

Name (please print): _____

Phone: _____

Organization: _____

Signature: _____

Date: _____