

# Groves Public Library

## *Meeting Room Policy*

### **A. Rules of Conduct**

The public meeting room of Groves Public Library is operated by the Library as part of its community service.

### **B. Priorities**

In the use of the room, Library and City of Groves functions will take precedence over all others. The order of use shall be City of Groves, Groves Public Library and then others. The library shall make every effort to accommodate the wishes of the City of Groves as first priority in calendar reservations. Any civic, community, or educational organizations, whose purpose is non-commercial, non-partisan, non-profit, cultural or social, may use the meeting room. Commercial, industrial, or professional organizations may use the room for educational purposes only. Organizations may not use the meeting room for:

- Sale or promotion of products or services, except in conjunction with a library program.
- Collecting names of participants for later financial gain.
- Partisan political activities.
- Purely social or fund-raising functions unless sponsored by the library or library group.
- Tickets may not be sold nor donations or free will offerings taken.

In addition, the library's name may only be used in reference to location, not sponsorship. There may be allowances made for use of the meeting room for City of Groves" employees and their families if the meeting room schedule allows.

### **C. Reservations Procedure:**

Applications for meeting room use are available from staff at the circulation desk. The staff will consult the calendar and see if the date requested for use of the room is available. If so, an application form must be completed and approved by the Director or assistant director. Director, assistant director, or staff in charge will then make final arrangements either in person or by phone with the applicant. Once the application is approved, a non-refundable fee of \$35 will be needed to hold the room for the requested date.

Minors may not reserve the meeting room, nor can they serve as sponsors.

All applications for use of the meeting room is on a first come, first served basis. The application may be rejected if:

- The anticipated meeting is likely to be unreasonably disruptive to regular library functions,
- The number attending will be too large for the meeting room capacity.
- Disorderly or dangerous to persons or property, or in any other way inconsistent with any of the terms and conditions of this policy.
- There is a possibility of the room being needed for a library or city function, program or meeting.

Applications for use of the meeting room must be submitted at least ten days in advance of any program or event. The library reserves the right to cancel any reservation in the event of a conflict with a library or City of Groves program. Notice of such cancellation will be given as soon as possible.

#### **D. Fee and No Fees/Cancellations**

There is a \$35 fee for use of the room after regular library hours. Please be aware of the fact that a library meeting after hours means that a library staff person must be available to be present during the time of the meeting.

This fee covers use of the meeting room up to three (3) hours maximum. At the time the application for meeting room use is completed, \$35 must be given by cash or check to the staff member taking the application. The fee is turned into the City of Groves. The \$35 fee is not refundable. It may be in cash or check made out to Groves Public Library. The meeting room must be returned to the condition it was in prior to the meeting. Failure to do so will result in the applicant no longer being able to use the meeting room in the future or forfeiting any fees paid.

- The library director or assistant director has the discretion with permission from the City manager to waive or reduce fees.
- There is no fee charged for use of the meeting room during regular library hours.
- Day meeting users must cancel within 24 hours. Night meeting users must cancel by 48 hours of the meeting date to receive a full refund.

#### **E. Equipment and Set-up**

Groups are responsible for setting up chairs and tables in the meeting room and restoring the area to its original condition before leaving the building.

In certain circumstances, a key may be made available for the person in charge of the meeting to lock up.

If using the meeting room before or after library hours, a key must be picked up in advance of the meeting or. The doors must be locked after the meeting, and a key returned in the book drop immediately after the meeting. There is a \$40.00 charge for an unreturned key.

A small kitchen is available for the meeting room; however the preparation of meals in the kitchen is not allowed. Light refreshments may be served. The user is responsible for any food or beverage damage. A fee of \$40 will be assessed to any group that does not restore the room to its original clean condition. If the organization does not leave room in proper condition, their use privileges may be revoked. Groups who use the kitchen for light refreshments are asked to bring their own supplies and equipment. No coffee, filters, creamer, etc. should be left until the next meeting date in the case of ongoing use. We cannot provide storage for such items nor be responsible for them.

#### **F. Damage and Unacceptable Practices**

The organization conducting the meeting shall:

- Be financially responsible for damage to walls, floor covering, tables, chairs, kitchen equipment and/or fixtures and any other contents of the rooms.
- Meet with a staff member to check the condition of the room and record the number of participants at the meeting.
- See that smoking is only done outside of the library. Alcoholic beverages are not permitted inside or outside of the library or anywhere on library property.
- Provide their own supplies such as cleaning supplies, cloths, paper goods, eating utensils, etc. The organization must leave the kitchen in an orderly fashion. Nothing should be stored in the cabinets, closets or behind the projection screen.
- Remove garbage to library dumpster.
- Allow anyone wishing to attend the meeting to do so.
- Rearrange the room as it was prior to the meeting. No equipment or furniture from the main library may be brought into the meeting room.

**G. Disclaimers**

The library staff is not responsible for the supervision of children while adults are attending meetings. The staff that must remain at the library for the meeting to take place is only there to assure that the library is secure upon the completion of the meeting. They are not there to check out materials in the library or to assist the organization holding the meeting.

The City of Groves is not responsible for any injury or unequal treatment resulting from participation in a program (held by the sponsoring organization) on library grounds.

**H. Reservation, Insurance, and Liability Form**

By signing the meeting room application, the responsible party of the organization is agreeing to all rules and regulations concerning use of the meeting room.

Page 4: Includes the actual form to apply for use of the meeting room. Fill out the form and bring to the library in person.

see below.....

## I. Meeting Room Application

### Groves Public Library Application for use of Meeting Room

Date \_\_\_\_\_ Staff member taking application \_\_\_\_\_

Below is the application of: \_\_\_\_\_ Purpose: \_\_\_\_\_

1. Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

2. This group is based in or serves: \_\_\_\_\_ (geographic area)

3. Meeting Date(s): (1) \_\_\_\_\_ / \_\_\_\_\_ (2) \_\_\_\_\_ / \_\_\_\_\_  
(Date) (Day) (Date) (Day)

(3) \_\_\_\_\_ / \_\_\_\_\_ (4) \_\_\_\_\_ / \_\_\_\_\_  
(Date) (Day) (Date) (Day)

Hours: (1) \_\_\_\_\_ A.M. P.M. — \_\_\_\_\_ A.M. P.M.

(2) \_\_\_\_\_ A.M. P.M. — \_\_\_\_\_ A.M. P.M.

(3) \_\_\_\_\_ A.M. P.M. — \_\_\_\_\_ A.M. P.M.

(4) \_\_\_\_\_ A.M. P.M. — \_\_\_\_\_ A.M. P.M.

4. Fee in the amount of \_\_\_\_\_ was received by \_\_\_\_\_ on \_\_\_\_\_,  
(Initial) (Date)

5. Will any selling, solicitation or taking of orders occur? \_\_\_\_\_

Selling, solicitation or taking of orders is specifically prohibited by policy except if such fundraising activities are done in support of the Groves Public Library programs, functions, and goals and prior approval of Library Director is obtained.

6. What kind of equipment will be brought in? \_\_\_\_\_

7. Will refreshments be served? \_\_\_\_\_

8. Will there be any printed advertising or announcements of the meeting? \_\_\_\_\_

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It is expressly understood and agreed between the parties that Groves Public Library and the City of Groves shall not, in any manner, be responsible or liable for any property damage or personal injuries including death resulting from the use of the Meeting Room or equipment of Groves Public Library. The applicant does hereby covenant and agree to hold Groves Public Library harmless from any claims, or damages including cost of defense, arising out of use of the Groves Public Library meeting room and/ or equipment specified in this application.

The applicant who is in charge of the meeting named above is 18 years of age or over and agrees that he will be responsible to the City of Groves for the use and care of the property of the City of Groves and agrees to replace damaged furniture and repair damages to the meeting room. He further agrees that the character of the program will conform to the purpose stated in the application. He further agrees to abide by the use and procedures policy for the Meeting Room that is handed to him when application is made.

If given permission to use the key, the applicant agrees to return the key to the library director or staff by the end of the next business day. The applicant agrees to return the meeting room to its prior state at the end of use, to clean and put away any kitchen utensils, empty trash into outside receptacle, check and clean the restrooms if needed, turn out all lights, and secure the building. **No smoking is allowed inside the meeting room, restrooms, or lobby of the library.**

Caller: \_\_\_\_\_ Approved by: \_\_\_\_\_

Deposit received by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Date key will be returned: \_\_\_\_\_ Key returned: \_\_\_\_\_