

Meeting and ICN Room Use Policy

The Library has several meeting spaces available and offers these spaces to the public under the following guidelines.

A. Eligibility of Users

Rooms are available to businesses and recognized non-profits.

B. Fee of Users

Rooms are available to non-profit organizations free of charge. An additional maintenance fee of \$25 will be assessed if library staff is used for extended instructional purposes or extensive cleaning is necessary after the scheduled event.

Fee Schedule for All Other Users

During Library Business Hours

1. Businesses and for-profit groups -\$25 for the first hour and \$10 dollars each hour after with a maximum fee of \$100. If Library technology is requested additional fees may apply.

After Library Business Hours- (all safety training must be taken before the day of the event)

1. Businesses and for-profit groups -\$35 for the first hour and \$10 dollars each hour after with a maximum fee of \$100. If Library technology is requested additional fees may apply.

C. Meeting Open to the Public

Library meetings and programs are open to the public

D. Regularly scheduled or frequent users

It is asked that meetings be scheduled will in advance. It is the library's right to move or cancel. The staff will make every reasonable attempt to accommodate requests.

E. Priority of Library Activities

Library programs will have priority.

F. Reservations, Responsibility of User and Library

1. Anyone wishing to schedule the use of the meeting room needs to call the library and request availability information. The tentative reservation will be made if the party meets eligibility requirements. A confirmation of the date and time should be made within two working days. At this time the sponsor should inform the library staff of any special needs. (tables, chairs, staff assistance)
2. The Library is responsible for having the room ready for all scheduled events.

3. The event sponsor is responsible for all other aspects of event staging, signing a Facility Use Agreement, conduct of those in attendance, building security beyond library hours, and general clean-up.
4. If the event is scheduled during closed hours the sponsor must make special arrangements with Library staff and it is the responsibility of the event sponsor to be sure all guests have exited the building and front doors are securely locked.

G. Maintenance, Refreshments, and Smoking

1. The Library will provide a clean, set up room.
2. The event sponsor is responsible for any damage to library facilities and equipment incurred during a scheduled event.
3. Refreshments may be served if technology is not in use.
4. Smoking is prohibited in the Library.