

Carnegie-Stout Public Library

MEETING ROOM POLICY

General Information

The Aigler Auditorium, Lacy Board Room, American Trust Children's Program Room, and Rotunda areas are available for library programs and rent.

Rooms may be reserved up to three (3) months in advance. Inquiries about dates available for meeting rooms should be directed to Library Administration. Reservations will be considered as confirmed when a completed Meeting Room Use Agreement has been returned to Library Administration (Attachment 1). The Library Board of Trustees reserves the right for the Library Director to set special room rates, or refuse a request not consistent with these guidelines, or not appropriate for the space requested. Permission granted to meet in a Library room in no way constitutes endorsement by the Library of the policies of the group or organization that has reserved this space.

Meeting Room Use

Meeting rooms are available during the hours the Library is open, or when staff is regularly scheduled to be in the building. All meeting room users must leave the building at closing time unless arrangements are made to pay for Library staff to remain in the building. Information about the cost of using meeting rooms when the Library is closed is available from Library Administration.

Meeting Room Services Provided by the Library

The Library will provide normal cleaning and maintenance service prior to and following scheduled meeting room activities.

The Library may make available its audio-visual equipment for use in connection with scheduled meeting room activities if those items are requested in advance and are available. Training on use of audio-visual equipment is based on staff availability and cannot be guaranteed.

The Library has some folding tables, 90 chairs, a podium and stage that may be used by the reserving party when requested in advance.

Responsibilities of Reserving Agencies in the Use of Library Meeting Rooms

1. The content and conduct of the reserving party's program or meeting conducted in Library meeting rooms must be in compliance with all local, state, and federal laws.
2. The reserving party's program will be of such nature and conducted in such fashion that it will not disrupt, interfere, or conflict with the intended and normal functions of the Library.

3. Arrangements for room set-ups must be made with the Library at least 24 hours in advance of the meeting. Last minute changes may not be accommodated. The reserving party must remove all its material and equipment associated with the use of the meeting room at the conclusion of the meeting. The Library cannot be responsible for property left in a meeting room.
4. The reserving party will assume full financial responsibility for the repair and/or cleaning of floors, walls, window treatments, and equipment which suffer damage during its use of the meeting room. Payment for the repair must take place within thirty (30) days following the scheduled reservation in connection with, or during which, the damage occurred.
5. The reserving party is responsible for the whiteboard in the Aigler Auditorium and must use the writing implements and cleaning fluids for the whiteboard provided by the Library. Hanging of any items in a meeting room must be secured only with painters' tape.
6. The reserving party will be responsible for the cost of any special services necessary to ensure order is maintained in and around the Library building. The need for special services will be determined by the Library Director.
7. The reserving party will be responsible for the following procedures:
 - A. The lights and equipment shall be turned off and/or put away.
 - B. All doors to the meeting room shall be closed and locked.
 - C. All refuse shall be deposited in a container provided.
8. Permission for food and beverages must be requested in advance and included in the meeting room agreement. A non-refundable fee of \$50 will be charged for all reservations including food and beverages except for local government, which will be charged \$25.
9. The Library is committed to sustainable practices and requests that disposable plates and cups be made from materials that are biodegradable.
10. All meeting room agreements must be signed by someone 18 years of age or older. At least one adult must be in attendance when the meeting room is used by minors.
11. Notification of a room cancellation must be provided 24 hours in advance. The reserving party will be charged in full if the notice of cancellation is not received. The Library reserves the right to cancel a reservation due to inclement weather or closure due to maintenance requirements.
12. The temperature in all meeting rooms is set between 68 and 72 degrees. Please dress in layers for your comfort.

Private and Special Events Policy

The Carnegie-Stout Public Library is available for rental for private events, after business hours, which are appropriate for the space requested. A private event is defined as a scheduled activity that is deemed as such at the discretion of the Library Director. Library staff must be allowed access to the area.

A Library staff member must be in the building during the event and is available for information and monitoring. The reserving party is responsible for the room setup beyond library equipment and furniture. If the services of other custodial or Library staff are required, permission must be obtained from the Library Director.

Since the Library does not have a licensed food preparation area, several precautions are required in order to meet City food service regulations and to protect the Library from unnecessary damage. Direct food service inquiries to Library Administration.

Private events should be scheduled through Library Administration no later than thirty (30) days in advance.

Requests for private events not approved by the Library Director may be forwarded to the Library Board of Trustees for its consideration.

Alcoholic Beverages

No individual, group, or organization may possess intoxicating liquor on the premises of the Carnegie-Stout Public Library without the preapproved permission of the Library Director and meeting the requirements outlined in this policy.

Spirits

Spirits are not allowed on the premises of the Carnegie Stout Public Library.

Beer and Wine

Beer and wine may be authorized for possession, consumption, and service on the property of the Carnegie Stout Public Library. The following requirements must be met:

- A request must be made at least thirty (30) days in advance of the event.
- The event host must provide the Library with a copy of an insurance policy outlining the individual, group, or organization's social host liability insurance coverage at least fourteen (14) days prior to the event.
- The social host liability insurance coverage must provide a minimum of \$1,000,000 (one million dollars) in liability coverage.
- The beer and wine must be distributed free of charge to any person over the age of twenty-one (21) who requests a beverage. This includes individuals not invited to the event.
- No beer or wine will be allowed at a program during regular library hours of operation.

Space Rental Fees During Regular Library Hours

➤ Aigler Auditorium	\$25.00 per hour with a two-hour minimum Not-for-profit \$12.50 per hour with a two-hour minimum
➤ 3 rd Floor Rotunda	\$20.00 per hour with a two-hour minimum Not-for-profit \$6.00 per hour with a two-hour minimum
➤ Lacy Board Room	\$12.00 per hour with a two-hour minimum Not-for-profit \$6.00 per hour with a two-hour minimum

- 2nd Floor Rotunda \$25.00 per hour with a two-hour minimum
Not-for-profit \$12.50 per hour with a two-hour minimum
- American Trust Children's \$12.00 per hour with a two-hour minimum
Program Room Not-for-profit \$6.00 per hour with a two-hour minimum
- Private/Special Events - \$400.00 flat fee for up to four hours*
- Government Units \$20.00 flat fee for any room. Consideration for a fee
waiver may be authorized by the Director for in-kind
services.


*Contact Library Administration to discuss options if a private/special event is scheduled to last longer than four hours.

The Library Board of Trustees defines "not-for-profit" as an agency or organization that is not conducted or maintained for the purpose of making a profit. Meeting room fees are waived for those groups whose general purpose is to support the mission of the Carnegie-Stout Public Library.

Payment of the minimum rental must be made no less than twenty-four (24) hours before the meeting or event, unless otherwise agreed upon. Permission from the Library Director must be obtained for other payment arrangements.

Hours over the minimum are calculated to the nearest quarter-hour. Space rental begins with initial access to the building and ends when the last person from the event leaves and all cleanup is completed. Any use of hourly staff time will be charged at an hourly rate in 15-minute increments including overtime wages when applicable. Groups requiring extensive set up/break down preparations will be charged an additional fee for this service.

*By the Carnegie-Stout Public Library
Library Board of Trustees
Adopted 1984, Revised 1987, 1989, 1991, 1993,
1997, 1998, 2003, October 2007, December 2010,
March 2012, July 2013, February, 2014 and
January 28, 2016*



*Jenny Weiss, Board President
Library Board of Trustees*