

Carnegie-Stout Public Library
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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 for rent.

Rooms may be reserved up to three (3) months in advance. Inquiries about meeting rooms should be directed to Library Administration. Reservations will be considered confirmed when a completed Meeting Room Use Agreement is returned to Library Administration (Attachment 1). The Library Board of Trustees, through the Library Director, reserves the right to set special room rates and to refuse a request that is inconsistent with these guidelines or inappropriate for the space requested. Permission to meet in a Library room does not constitute the Library's endorsement of the group or organization that has reserved this space.

Meeting Room Use

Meeting rooms are available during Library hours 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 Library staff to remain in the building.

Meeting Room Services Provided by the Library

The Library will provide normal cleaning and maintenance service prior to and following scheduled meeting room activities. However, groups or organizations are expected to use the Library in a neat and orderly manner.

The Library may provide its audio-visual equipment for use at scheduled meeting room activities, if items are requested in advance and are available. Training on audio-visual equipment is based on staff availability and not guaranteed.

The Library has folding tables, 90 chairs, a podium, and stage that may be used by the reserving party when requested in advance. A group or organization may request Library staff assistance with set up and take down for meetings. Set-up assistance must be requested in advance. Assistance will be provided based on Library staff availability and is not guaranteed.

Responsibilities of Reserving Agencies in the Use of Library Meeting Rooms

1. To reserve Library space, the group or organization's meeting content and conduct must comply with all local, state, and federal laws.
2. The reserving party's content and conduct may not disrupt, interfere, or conflict with intended and normal Library functions.
3. Arrangements for room set-ups must be made with the Library Administration at least 24 hours before the meeting. Last minute changes will not be accommodated. The reserving party must remove all its material and equipment from the meeting room at the end of the meeting. The Library is not responsible for property left in a meeting room.
4. The reserving party assumes full financial responsibility for the repair and/or cleaning of floors, walls, window treatments, and equipment if damaged during its meeting room use. 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 Library's writing implements and cleaning fluids for the whiteboard. Reserving parties must use only painter's tape to hang items.
6. The reserving party is responsible for the cost of any special services required to maintain order in and around the Library. The need for special services will be determined by the Library Director.
7. The reserving party is responsible for the following procedures:
 - A. Turning off and or putting away lights and equipment.
 - B. Closing and locking doors to the meeting room.
 - C. Depositing refuse in the container(s) provided.
8. Reserving parties must request permission to serve food and beverages in advance, and be 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 entities, which will be charged \$25.
9. The Library is committed to sustainable practices and requests reserving parties use biodegradable disposable plates and cups, if disposable items are used.
10. Meeting room agreements must be signed by an adult, 18 years of age or older, with the authority to sign on behalf of the group, entity, or organization. At least

one adult must be present when a meeting room is used by minors, and the Library is not responsible for supervising minors.

11. Room reservations may be cancelled with not less than 24 hours advance notice. The reserving party will be charged in full if notice of cancellation is not received within this time frame. The Library reserves the right to cancel a reservation due to closure because of inclement weather or maintenance requirements.
12. The temperature in all meeting rooms is set between 68 and 72 degrees. Please dress accordingly.

Private and Special Events Policy

The Carnegie-Stout Public Library is available after business hours for rental for private events which are appropriate for the space requested. Examples of appropriate events include but are not limited to weddings, receptions, bridal or baby showers, or other social gatherings. Examples of events that are inappropriate include but are not limited to events that damage the Library structurally or cosmetically. Library staff must be allowed access to the area in which the private event is held.

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

The Library does not have a licensed food preparation area. To meet state and local food service regulations and avoid unnecessary damage, precautions must be taken. Food service inquiries must be directed to Library Administration.

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

If the Library Director does not approve a request for a private event, that request may be forwarded to the Library Board of Trustees for consideration.

Alcoholic Beverages

No individual, group, or organization may possess or serve alcohol at the Carnegie-Stout Public Library without the preapproved permission of the Library Director and without meeting the requirements outlined in this policy.

Liquor and Spirits

Liquor and spirits are not allowed at the Carnegie Stout Public Library.

Beer and Wine

Beer and wine may be possessed, consumed, or served at the Carnegie Stout Public Library, only if the following requirements are 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 and wine will be served to anyone under the age of twenty-one (21).
- No beer or wine will be allowed during regular Library hours of operation.

Space Rental Fees During Regular Library Hours

- Aigler Auditorium
 - \$25.00 per hour, two-hour minimum
 - Not-for-profit: \$12.50 per hour, two-hour minimum
- 3rd Floor Rotunda
 - \$20.00 per hour, two-hour minimum
 - Not-for-profit: \$6.00 per hour, two-hour minimum
- Lacy Board Room
 - \$12.00 per hour, two-hour minimum
 - Not-for-profit: \$6.00 per hour, two-hour minimum
- 2nd Floor Rotunda
 - \$25.00 per hour, two-hour minimum
 - Not-for-profit: \$12.50 per hour, two-hour minimum
- American Trust Children's Program Room
 - \$12.00 per hour, two-hour minimum
 - Not-for-profit: \$6.00 per hour, two-hour minimum
- Private/Special Events
 - \$400.00 flat fee for up to four hours*

- Government Entities
\$20.00 flat fee for any room. Fees may be waived by Library Director upon request.

*Please contact Library Administration if a private/special event will 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 may be waived upon request for those not-for-profit agencies or organizations whose general purpose supports 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 will be charged at the staff member’s 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, 2007, 2010, 2012, 2013,
2014, 2016; 2019; and, reviewed April 25, 2019*



*Christy Monk, Board President
Library Board of Trustees*