

Meeting Room Policy

The meeting room is available for meetings or specific events but scheduling will be limited, when necessary, to ensure equitable access to the facilities for the entire community.

Requests for reservations must be confirmed by written application within five days of a verbal confirmation of availability and must be accompanied by the \$25 cleaning deposit check if required. The Meeting Room Application Form is available at the Library.

The library reserves the right to cancel a reservation if the space is required for its own use. Every effort will be made to give adequate advance notice.

Meetings that interfere with normal library functions will not be permitted.

The Library meeting room has seating for seventy in an auditorium style arrangement. A television set with a VHS/DVD player is available for use in the meeting room. A projection screen is also available. The equipment needed must be requested on the application form.

The meeting room will be booked only to adults. Youth groups may use the room if a responsible adult has been designated and is present at all times.

Public meeting room use does not constitute library endorsement of the beliefs or ideas expressed by organizations or individuals using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.

Recurring Meetings

Recurring meetings may be allowed. Non-profit civic groups, education groups and youth groups may request meetings on a recurring basis. Reservation for recurring events may be scheduled using a single Meeting Room Application. Reservations for a recurring event will need to be renewed every August and December.

Private Functions

Private functions may not be scheduled more than six weeks in advance.

Groups are limited to one function per month.

Reservations must be accompanied by a completed "Meeting Room Application" and \$25 cleaning deposit.

After the function, the room will be inspected. The \$25 cleaning deposit will be returned to the applicant after an authorized member of the library staff determines that the room is sufficiently cleaned and that no damage to property or equipment has occurred.

Fees and User Responsibilities

Meetings that take place before or after the library business hours will incur a staffing fee of \$25 and must be authorized in advance. Confirmation of reservation is dependent upon staffing availability. If no staff is available, a library approved volunteer may staff the event.

Users must vacate a meeting room 10 minutes prior to closing unless prior arrangements have been made to pay the fee for after-hour staffing.

All users shall be responsible for the repair and/or replacement of equipment or property damage beyond normal wear.

Meeting room users are required to comply with all library policies.

Room set up and clean up (including the kitchen, if used) is the responsibility of the applicant and are included in the time allotted for each event. Rooms must be returned to their normal configuration.

Users must provide all their own meeting supplies including paper products, kitchen utensils, coffee, etc.

Meeting room reservations are not transferable from one group to another.

Any groups or individuals who fail to observe any of the above conditions may have future meeting room use denied.

Refreshments

Refreshments may be served in the meeting room. Catered and/or prepared food may be brought in. Pre-prepared food and coffee/tea preparation is allowed. Health department restrictions may apply.

Alcoholic beverages and smoking are not permitted.

Administration

The director (or designee) is responsible for the administration of this policy, for establishing administrative procedures for its implementation, and for making it available to the public.

The library does not assume liability for injury or damage to person or property which occurs as a result of the actions of the sponsors or participants in a meeting scheduled at the library.

Any request for changes in the regulations, fees, or meeting areas must be made in writing and submitted in advance to the library director for approval.

-Approved, July 19, 2011

Meeting Room Application

When not needed for library activities, the Meeting Room is available for used by the residents of the Sherrard Public Library District and other members of the public. Requests for reservations must be confirmed by the submission of this written application within five days of a verbal confirmation of availability and must be accompanied by the \$25 cleaning deposit check if required. Please allow time for set-up and clean-up in addition to the program time. The room must be vacated ten minutes before the library closes unless prearranged. Please do not notify the members of your group or consider the room booked until you have received written confirmation.

Date of Meeting _____ What time would you like the room open? _____

What time does your meeting start? _____ End? _____

Name of your group/the event _____

Purpose of Meeting _____

Estimated Attendance _____

Place a check mark in front of the equipment you are requesting:

____ TV with VHS/DVD Player _____ Projector Screen (Library does NOT supply Projector)

Refreshments may be served in the meeting room. Catered and/or prepared food may be brought in. Pre-prepared food and coffee/tea preparation is allowed. Health department restrictions may apply. Alcoholic beverages and smoking are not permitted.

The undersigned, on behalf of the above named organization, hereby indicates that he/she has read and agrees to comply with the policy and procedures governing the use of the library meeting room. The undersigned assumes all and exclusive responsibility for the preservation of order and the sole responsibility for any injury to persons, damage to Library facilities or Library or personal property, or loss of Library or personal property that may result from this use. The Sherrard Public Library District will not be responsible for any materials, equipment or personal belongings left in the building. The Library Board requires that any group utilizing the meeting room comply with the provisions of the Americans with Disabilities Act which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

Date of Application _____ Applicant's Signature _____

Name of Applicant (please print) _____

Address: _____

City/State/Zip _____ Email _____

Daytime phone _____ Evening phone _____

Would you like to be notified of your confirmation via (circle one) Phone Email