

# Library Meeting Room Policy

- 1) The Harrison District Library has a room available for community use.
- 2) Activities sponsored by the Harrison District Library shall have priority over all requests for use. Booking for groups outside the library will be on a first-come, first-served basis, on approval of the Library Director.
- 3) Groups are responsible for maintaining order and are liable for any damage to library property. All library policies must be adhered to including, but not limited to, the library **Code of Conduct**.
- 4) Those using the community room must comply with all governmental codes and regulations regarding the use of such rooms, including but not limited to seating capacity rules, keeping areas in front of exits clear, etc.
- 5) To ensure or promote the accessibility of library meeting rooms to a wide variety of community groups, no group or organization may use the room more than once a week.
- 6) The library reserves the right to make available the name and phone number of the person or group making a reservation to anyone inquiring about the event.
- 7) Programs and exhibits may not disrupt the use of the library by others.
- 8) The setup and breakdown of chairs, tables and other furniture is the responsibility of the group or individual scheduling the meeting room.
- 9) **Library facilities shall be left in a clean and orderly condition. Users shall pay for the repair of any damage to facilities. The Harrison District Library will not be responsible for materials or equipment left in the building by users. Coffee, tea, and light foods are permitted in the community room only.**
- 10) Allowing the use of the community room does not connote sponsorship of the event or the organization by the Harrison District Library; nor does it connote an endorsement of any group's policies or beliefs. Neither the name nor the address of the Harrison District Library may be used as the official address or headquarters of any organization. Publication of misleading notices and advertisements will be considered a violation of these rules.
- 11) Persons, organizations, groups, or businesses using the community room agree to hold the Harrison District Library harmless from any injury, loss, damage, liability, costs, or expense that may arise during, or be caused by, use of the library facilities or grounds.
- 12) In the event of inclement weather, utility outage, or other emergency, the library director may cancel scheduled meetings. If cancellation becomes necessary, the library need only notify the person who made the application. In the event of such a cancellation, the library shall have no liability for any loss or expense if the applicant chooses not to reschedule.
- 13) The library board of trustees reserves final authority to approve or deny applications for use of the community room.
- 14) Religious groups may hold meetings but not worship or instructional services.

## **Room Request Procedures:**

1. Room requests are required to be done online through the library website (<https://hdl.org/room-request/>)
2. Requests received after library hours of operation will be answered the next business day.
3. If you need a meeting room on the same day as your online request, please contact the library directly to check room availability or to schedule a room.

## **CHARGES and TIME OF USE**

1. **Commercial/Private groups.** Room usage by a business or commercial entity or by a private individual for a private gathering (where general public attendance is not allowed). Commercial/Private Groups requesting to schedule use of the community room will be charged \$25.00 per hour for use of meeting space. (Meetings starting/ending at the ½ hour will be rounded up to the next hour).

2. **Community/small group meetings** requesting a room for a meeting area that is not related to a business activity or private event.
3. **Key /Carpet Deposit/garbage** – Groups requiring access to the building when the library is not open will be issued a key to the community room entrance door. For private events that include the serving of food (such as showers or birthday parties) a \$125.00 carpet deposit fee will be required. This is a refundable deposit that will be returned after a carpet inspection after the event. If the carpet does not require cleaning, the deposit will be returned. All garbage must be removed from the site after the room is used. The library does not have a dumpster for trash pickup. The responsible person for the organization must return the key to the library drop box after the scheduled event.
4. Payment shall be made at the time of usage. Checks shall be made payable to the Harrison District Library.
5. **Alcoholic beverages are not permitted on library property.**

**FEE SCHEDULE**

Commercial/Private Groups:	\$25.00 per hour
Carpet Cleaning Fee:	\$125.00 carpet deposit (refundable if carpet doesn't require cleaning)
Garbage removal fee:	\$25.00 (if trash is not removed from the facility after event)
Clean-up charge:	\$50.00 (if room not cleaned to the satisfaction of the staff)
Computer LCD projector:	\$25.00 (Must be paid for before the meeting)
Computer Rental	\$25.00 (for use with the computer projector)

I have read and understand the Harrison District Library's Meeting Room Policy and agree to abide by said policy. I understand I may be subject to the above fees.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Print

\_\_\_\_\_  
Organization/group

The library staff and Board of Trustees are not responsible for loss or damage to exhibits left in the community room or for the personal property of those attending the event. Groups agree to hold the library harmless from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the community room.