

# Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General rules for use of the Library Community Room and Conference Room	<i>Effective Date:</i>	Revised 7/8/2019

General Policy/Purpose
MPL meeting rooms are designed to accommodate a wide range of programs and uses relating to the Library and matters of public or private interest. The Library Board of Trustees does not endorse any particular program or its content.

Provisions
<p><b>I. Eligible Users</b></p> <p>The meeting rooms are available for use by the following groups, with preference given at all times to library-sponsored programs:</p> <ol style="list-style-type: none"><li>1. Election/Voting</li><li>2. Marion Public Library</li><li>3. Library-related groups</li><li>4. Departments of Marion city government</li><li>5. Nonprofit organizations (See Sec. IV. No. 7 concerning sale or solicitation of goods or services)</li><li>6. Social groups such as book clubs, card clubs, sewing and craft groups, Scout troops, homeowners groups, etc.</li><li>7. Business and professional organizations (See Sec. IV. No. 7 concerning sale or solicitation of goods or services)</li><li>8. Other uses as approved by the Marion Public Library Board at a regularly scheduled board meeting.</li></ol> <p>Meeting rooms are not available for private parties (i.e. birthdays, showers, reunions, holidays, etc.).</p>
<p><b>II. Room Capacities and Available Equipment</b></p> <ul style="list-style-type: none"><li>• Community Room – 185 (chairs only)/83 (chairs and tables)</li><li>• Conference Room – 12 chairs</li><li>• Restrooms are accessible from the lobby</li><li>• Kitchen, including a refrigerator, coffeemaker, hot water pot, microwave, sink</li><li>• Extra folding tables and chairs</li><li>• Dry-erase board</li><li>• Projection screen</li><li>• Podium</li><li>• Wireless Internet</li><li>• Wi-Fi Hotspot</li></ul>
<p><b>III. Reservations</b></p> <p>Reservations may be made at the Information Desk. Reservations will be taken in person, over the phone, or via email (<a href="mailto:info@marionpubliclibrary.org">info@marionpubliclibrary.org</a>) and may be made up to three months in advance. Arrangements must be made to pay any applicable fees at the time the reservation is made. See Rate Schedule for details.</p> <ol style="list-style-type: none"><li>1. Meeting room will be held for 15 minutes past the reserved time. If the reserving group has not shown up within that window, the room can be released to another group.</li></ol>

2. The following equipment may be reserved on a first-come, first-served basis. Library staff will not be available to monitor/operate equipment for non-library meetings.
  - Television and DVD player
  - Data projector
  - Portable microphone
  - Easel (users provide paper and markers)
3. The library does not offer reservations reminders. It is the responsibility of the person who reserves a meeting room to call the Information Desk to confirm the reservations.
4. Library postings of programs to be held in the meeting rooms must be approved at the Information Desk per the Distribution & Display Policy.
5. Groups with rooms reserved are asked to contact the Information Desk to cancel a reservation if a room is no longer needed.

#### **IV. General Rules Governing Use of the Meeting Rooms**

1. No admission or other kind of fee may be charged for any meetings or programs.
2. The library is a smoke-free facility.
3. Any open flame is prohibited.
4. Room capacities must be observed.
5. Persons under the age of 18 must be under adult supervision in the meeting rooms. Persons under the age of 18 may use the Conference Room if the activity is part of an organized group, the name of an attending adult sponsor is supplied, or the Information Desk staff grants permission.
6. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.
7. Users may not offer items or services for sale, solicit orders for goods or services, or engage in other fundraising activities while on library premises.
8. Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly.
9. Public notices and advertising of meetings to be held in the meeting rooms are to refer to the location as the Community Room or the Conference Room, Marion Public Library. Groups cannot list a library telephone number on any public announcement. The group's advertising and promotional efforts must not imply that the library is a sponsor or a co-sponsor of its meeting. The library may not be used as an organization's mailing address or storage site. The library will not accept messages for groups using the meeting rooms.
10. A group or organization using the meeting rooms is responsible for arranging the tables and chairs to suit its needs. All tables and chairs must be returned to the standard placement immediately after the event (a map of the room's standard set-up can be found on the wall of the room) and the rooms must be in an acceptable condition with all personal property removed and trash placed in receptacles provided. Cleaning supplies are the responsibility of the user, but a vacuum can be made available. Routine vacuuming and general custodial services will be provided by the library if the room is left in an acceptable condition. If more than routine cleaning is necessary, the user group will be billed accordingly.
11. Meeting rooms may not be reserved by an organization for their own membership purposes for more than one date during a month. Exceptions may be made at the discretion of library supervisors. While groups are not allowed to schedule meetings more than once a month, if a group calls in on the day they want to meet and a room is available, they may use it, even if they have already used a room that month.
12. Materials may not be fastened to library floors, walls, white boards, or furniture.
13. The rooms are kept locked and users must check in at the Information Desk and notify staff when finished.
14. No group or organization may reassign use of the facility to another.

#### **V. Catered Event Guidelines**

- Meeting room users are responsible for arranging tables and chairs according to their needs. Linens,

tableware, and table decorations are to be provided and set up by either caterers or meeting room users.

- Caterers are expected to remove everything they bring into the library. This includes all trash, empty containers, and unused materials. Unless other arrangements have been approved by an Information Desk staff person, this must be done immediately after the scheduled event.
- The kitchen and meeting rooms should be returned to their original set-up. Counters, floors and sink may need to be cleaned.

## **VI. Meeting Room Hours**

Library meeting rooms and study rooms are available during hours the library is open unless special permission is granted by the Library Director.

## **VII. Rate Schedule and Payment**

- There is no charge for non-profit organizations
- For-profit organizations are charged \$15 per hour or any part thereof for the Community Room or for the Conference Room
- Payment for the use of the meeting rooms can be made at the Information Desk during library hours. Proof of tax-exempt status will be required. Rental fee should be paid at the time the reservation is made. Nonpayment or late payment may be cause for cancellation of reservation. Fee will be refunded to the group/individuals if a cancellation notice is received by the library more than 24 hours in advance.