

# Meeting Room Policy

Scope of Policy			
<i>Scope:</i>	General Rules for Use of the Library Meeting Rooms	<i>Effective Date:</i>	Revised 5/8/2023

General Policy/Purpose
Marion Public Library 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 and its Board of Trustees does not endorse any particular program or its content.

Provisions
<p><b>I. Meeting Room Hours</b></p> <ol style="list-style-type: none"><li>1. Library meeting rooms are available during hours the library is open unless special permission is granted by the Library Director or Marketing &amp; Special Events Manager.</li></ol>
<p><b>II. General Rules Governing Use of the Meeting Rooms</b></p> <ol style="list-style-type: none"><li>1. Meeting room capacities must be observed. Occupancy limits are posted in each meeting room and on the library's website.</li><li>2. The library is not responsible for loss or damage to the private property of individuals or organizations using meeting room facilities.</li><li>3. Damage incurred to library property will be the responsibility of the group reserving the meeting rooms and costs will be billed accordingly. Any unpaid damages or cleaning fees may result in a group or individual being barred from future room use.</li><li>4. 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 management.</li><li>5. All rooms are kept locked. Room users must check in at the Information Desk upon arrival and notify staff when finished.</li><li>6. Meeting room users must keep all participants, activities, and displays for their reservation inside of the meeting rooms. Loitering outside of rooms is not permitted.</li><li>7. All meeting room doors must be kept closed for the duration of the reservation.</li><li>8. No group or organization may reassign use of the facility to another.</li><li>9. The library is a tobacco-free facility, including vaping and electronic cigarettes.</li><li>10. No alcohol can be served or consumed on the property (except for special events with prior approval from the Library Director).</li><li>11. Any open flame is prohibited, including candles and warming tray burners.</li></ol>

### III. Room Arrangement, Setup & Cleanup Guidelines

1. Meeting room users are responsible for all room arrangement, setup, and cleanup. This includes arranging tables, chairs, and other library furniture according to their needs, as well as ensuring the room is returned to an acceptable condition for the next user. It is understood that meeting rooms may be in use multiple times a day for multiple different groups.
2. All tables, chairs, and other library furniture must be returned to the standard layout immediately after the reservation. A diagram of the room's standard setup can be found on the wall of each area.
3. All personal property of meeting room users must be removed after their reservation, and trash must be placed in receptacles provided. The library is not able to store materials or other belongings for meeting room users.
4. Cleaning supplies will be made available for meeting room users to ensure the room is returned to an acceptable condition for the next reservation.
5. Routine 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.
6. Decorations and other materials may not be fastened to library floors, walls, doors, windows, white boards, or furniture. Confetti and glitter are not permitted.

### IV. Promotion & Advertisement of Meeting Rooms

1. Public notices and advertising of meetings to be held in the library should refer to the specific or designated meeting space.
2. Groups cannot list a library telephone number on any public announcement. The library may not be used as an organization's mailing address and will not accept messages for groups using the meeting rooms.
3. 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's logo is not permitted to be used in these efforts.
4. Advertisements, signage, and other decorations for meetings to be held in the library cannot be fastened to the façade of the library or displayed on library grounds.
5. Library postings of programs to be held in the meeting rooms must be approved by library leadership per the Distribution and Display Policy.

### V. Food, Drink, and Catering Guidelines

1. Food and drink are permitted in meeting rooms. Meeting room users are able to bring in any type (homemade, purchased, catered, etc.) of refreshments. The library does not have a preferred caterer list.
2. Linens, tableware, and table decorations are to be provided and set up by either caterers or meeting room users.
3. 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 the Marketing & Special Events Manager, this must be done immediately after the scheduled reservation.

4. Caterers are expected to reset spaces they use during the reservation. This includes cleaning of floors, counters, and sinks.

## VI. Rooms and Available Equipment

The following areas are available for use by individuals and groups when not being used for library programs or events. Please visit the library's website for room capacities and amenities.

- Community Room (combined A-B)
- Community Room A
- Community Room B
- Board Room
- Outdoor Reading Terrace

The library's programming rooms, such as the Youth and Teen Programming Rooms, are not able to be reserved by individuals and groups.

The following equipment may be utilized in meeting rooms depending upon which room is reserved. **Technology needs must be communicated at least one week in advance of the meeting date and time.** Library staff will not be available to monitor or operate equipment for non-library meetings.

- Extra tables and chairs
- Data projector with dropdown screen and/or video monitor with HDMI connectivity (depending on room)
- Dry erase board (depending on room)
- Podium (movable)
- Wireless internet

## VII. Reservations

1. Patrons who reserve a meeting room or are listed as an additional contact must be at least 18 years old. Primary or additional contacts must be present during the entire reservation.
2. Reservations for meeting rooms must be made by contacting the Marketing & Special Events Manager. Reservations will be taken over the phone or via email ([events@marionpubliclibrary.org](mailto:events@marionpubliclibrary.org)) and may be made up to three months in advance. Reservations should be booked at least 2 weeks in advance to ensure staff capacity and availability.
3. Patrons who reserve a meeting room will receive an email confirmation from the Marketing & Special Events Manager. They may also call the library to confirm the reservation.
4. Key fobs and access codes to meeting rooms will be released only to the individual who made the room reservation unless they provide an additional contact on file.
5. All individuals and groups who reserve a meeting room are required to sign the Meeting Rooms Policy Agreement.
6. Meeting rooms will be held for 15 minutes past the reserved time. If the reserving group does not arrive within that window, the room can be released to another group.
7. If a reserved room is no longer needed, groups are asked to contact the library to cancel the reservation.

8. Meeting room usage and booking is subject to staff availability and capacity.

## VIII. Meeting Room Fees

1. Fees are dependent on the group using the space. The definitions of various meeting types are as follows:
  - **General Use:** Meetings of a civic group, organization, nonprofit, or government entity. Special events may include receptions, open houses, reunions, and parties.
  - **For-Profit:** Meetings for businesses and companies. This also includes any reservation where a fee is charged or goods are sold.

	Boardroom	Community Room (combined A-B)	Community Room A	Community Room B	Outdoor Terrace
<b>General Use</b>	Free	Free	Free	Free	Free
<b>For-Profit</b>	\$100	\$300	\$125	\$175	\$150

2. Reservations have a one-hour booking minimum. Time for setup and teardown is automatically blocked off 30 minutes before and after each reservation.
3. A 50% retainer is required at the time of the room reservation on For-Profit meetings, with the remaining 50% paid one week ahead of the reservation date. **The user must notify the library in writing at least 7 days prior to the reservation date if it becomes necessary to cancel a reservation. The 50% retainer will not be refunded for cancellations within 7 days of the reservation or for non-use of the space.**
4. If the reservation must be postponed due to an emergency situation, the reservation may be rescheduled without penalty on a space-available basis, at the discretion of library staff. The library retains sole and exclusive right to revoke or cancel permission to use the facility. In the event of cancellation by the library, the library will provide as much notification as possible and will refund all fees paid or on deposit. The library specifically does not accept any responsibility for any expenses incurred or losses incurred by the user as a result of any library cancellation.