

COMMUNITY MEETING ROOMS
ALLIANCE LEARNING CENTER/LIBRARY
(As revised March 17, 2005)

The meeting rooms of the Alliance Learning Center/Library are available at no rental fee for public gatherings of a civic, cultural, or educational purpose, but not for social gatherings, dramatic productions requiring stage equipment, or for commercial purposes. Library Director-approved businesses may use the meeting rooms; donations are appreciated. Selling products or services, or soliciting donations, is not permitted, except as part of a library-sponsored program. Youth groups are welcomed, but must have an adult sponsor, and one adult for every ten young people must remain in the meeting room at all times.

The kitchenette is located in Room A, and is available for use by groups using that room or those using the entire facility. Reservations requiring kitchenette use are made on a first come, first served basis.

Requests for equipment must be made to library staff during regular business hours, at least twelve hours prior to your meeting. Equipment is limited and requests are granted on a first come, first served basis.

RESPONSIBILITY for damage to the meeting rooms, kitchen area, and their contents rests with the group using the rooms.

Neither the library nor library staff will assume any responsibility for property of groups using the room.

Clean-up by library maintenance staff will incur a \$15.00 fee.

GENERAL RULES:

1. DEPOSIT - \$25.00 check required for meeting room use before or after regular library hours. Deposit refunded when key and Clean-Up Checklist are returned to library and all conditions are satisfactorily met.
2. WALLS - No masking or scotch tape, tacks, or glue to be used.
3. WHITE BOARDS - ONLY dry erase markers are to be used. Dry erase markers may be purchased in the library.
4. TOBACCO, DRUGS, AND ALCOHOL - Not allowed in the building.
5. REFRESHMENTS - Light snacks may be served. Alcoholic beverages may NOT be served and highly odorous foods should be avoided. Coffee makers ONLY are provided, not coffee, filters, paper products, etc.
6. SAFETY ISSUES - Occupancy standards established by the State Fire Marshal must be followed. Open flames and hazardous materials are prohibited. Emergency calls may be made by dialing the operator using the pay telephone located in hallway just inside the main east (Sweetwater Street) entrance.

SPECIFIC OBLIGATIONS:

1. COFFEE MAKERS – Left clean and dry. Dispose of grounds.
2. DISH CLOTHS/TOWELS - Provided by meeting room user.
3. GARBAGE/FOOD/COFFEE GROUNDS - Removed from the building and deposited in container outside the main east door on Sweetwater Avenue.
4. TABLES AND CHAIRS - Set-up of tables and chairs is the responsibility of the user. Wipe clean and return to their original positions, unless instructed otherwise.
5. VACUUM - Vacuum carpet after each use and return vacuum to storage area.
6. EQUIPMENT - Must be turned off and left as placed in the room.

KEYS/LIGHTS:

1. LIGHTS - Turned off when finished with rooms.
2. DOORS - All meeting room doors and outside doors, as instructed, must be locked when leaving.
3. KEYS - Returned immediately either to the front desk during library hours or placed in the book drop outside the main east door on Sweetwater Avenue after hours. A fee of \$45.00 will be charged for keys not returned.

