

ALLIANCE PUBLIC LIBRARY
USE OF MEETING ROOMS

PUBLIC MEETING ROOMS

1. The meeting rooms of the Alliance Public Library are available at no rental fee for the public gatherings of a civic, cultural or educational purpose, but not for social gatherings, dramatic productions requiring stage equipment, commercial, religious or political purposes. Library Director approved businesses, for a donation, may use the meeting rooms.
2. Youth groups are welcome but must have an adult sponsor, and one adult must be in attendance for every ten young people
3. Permission for a group to use library space does not constitute an endorsement of the group's philosophy or objectives by the library. No group may imply in its publicity that the library has sponsored or supported its meeting or group unless prior written permission is given by the Library Director.
4. Responsibility for damage to the meeting rooms, kitchenette area, and their contents rest with the group using the room. No tacks, nails, tape, glue or any other substance which could mar the wall finish may be used on the walls.
5. Meeting room use is restricted to only the room for which scheduled.

RESERVATION

1. Permission to use the rooms shall be granted to qualifying groups when their application has been approved by the Library Director after they apply in person during library office hours at least five days in advance of the meeting. Booking for regular meeting dates may be made in advance during the calendar year. Two copies of the meeting application shall be completed - one for the library's use and one to be retained by a representative of the group.
2. Availability of space may be checked by phone, but reservations are NOT DEFINITE until a signed application is received and a deposit made, if required.
3. Library sponsored programs and the programs of the library's affiliated organizations will be given priority in the reservation of meeting room space.
4. Failure to notify the library of a cancellation at least twenty-four (24) hours in advance will result in a charge for the meeting room.

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FEES

1. There shall be no charge to qualifying groups using the meeting rooms during normal operating hours of the library. For meetings held before or after regular library hours, a ten dollar deposit, by check, shall be required before receiving the keys to the building. This deposit will be refunded when the keys are returned to the library if the rooms are in orderly condition, lights turned out, and the building is locked as instructed. The building shall be vacated and locked by 11:30 P.M.
2. Should a key be lost by a meeting room user, there will be a replacement fee of \$35.00 assessed to that group or person.

SECURING ROOMS/BUILDING

1. Keys will be issued to a responsible individual after the requisite forms have been completed, any required deposits paid, and that individual's signature obtained. This is the individual who shall be held responsible for complying with these regulations and for securing the meeting room(s) and outer doors, if so instructed, at the end of meeting room use. Keys are to be returned to the library immediately after the meeting, either to the front desk of the library or placed in the envelope provided and deposited in the book drop outside the east main entrance.

ROOM USAGE

1. The sliding divider panels in the meeting rooms are to be moved by library personnel ONLY.
2. Any equipment needed by a group must be requested 24 hours in advance of meeting time.
3. The library shall not supply meeting room supplies such as paper products, pens, pencils, markers, etc. White boards are mounted on the walls but must be written on with DRY ERASE MARKERS ONLY. The library will have a supply of dry erase markers available for purchase.
4. Storage of goods by organizations using the meeting rooms will not be permitted without approval of the Library Director.

FOOD SERVICE

1. Light refreshments may be served in the meeting rooms. This includes coffee, tea, or punch with cookies or other light snacks. The kitchenette is intended for this kind of use only and may not be used for cooking. Meals and alcoholic beverages may not be served and highly odorous foods should be avoided. All unused food must be removed from the

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building immediately after the meeting. The coffee pot must be washed and returned to its proper place.

2. All three meeting rooms share the same kitchenette and it is not possible for the library to grant a single group exclusive use of the kitchen during their meeting.
3. Refreshments may not be taken from the meeting rooms to other areas of the building.
4. Groups using the kitchenette are expected to leave it in the condition they found it; failure to do so will result in a clean-up charge of \$10.
5. The library does not supply refreshment supplies such as cups, plates, trays, containers, paper goods, coffee, filters, tea, sugar, cream, etc.

SET UP/CLEAN UP

1. Setting up of tables and chairs is the responsibility of the user and they must be properly placed on the carts provided for this purpose after the meeting.
2. The rooms shall be vacuumed after each use and the vacuum returned to the designated storage area. Trash should be pocked up and disposed of in the trash receptacle located on the east side of the building.
3. Any excessive clean-up by library maintenance staff will incur a \$10 fee.

ADDITIONAL RULES/REGULATIONS

1. EMERGENCY EXITS – An emergency exit is located in the southeast corner of Meeting Room C and one is located at the end of the corridor immediately outside the meeting rooms. Both re alarmed doors and should be used ONLY in case of emergency.
2. Pay telephone is located in gallery hallway just inside the east main entrance to the building. Emergency calls may be made by dialing the operator.
3. Occupancy standards as set by the State Fire Marshal must be followed.
4. Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited.
5. This building is tobacco free in its entirety.
6. Neither the library nor its staff will assume responsibility for any property of groups using the meeting rooms. Property left there is done so at the owner's risk.

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7. Activities in the meeting rooms should in no way interfere with the normal operations of the library, or be unduly distracting to library users, or cause unusual depreciation of the building and its equipment.
8. The library reserves the right to deny continued meeting room access to users in the case of inappropriate usage or inappropriate user behavior.

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