

Cameron Public Library **General Use of Library Meeting Rooms**

The purpose of this policy is to insure an orderly, peaceful, and efficient use of Library Meeting Rooms so as to accommodate and provide equal access to library customers.

Personal events, including but not limited to birthday parties, play groups, wedding receptions, and reunions are not considered appropriate use of Library Meeting Rooms.

The Library reserves the right to adjust room assignments based on scheduling needs. Library sponsored programs shall receive priority in the event of a scheduling conflict.

1. Purposes, objectives, or views of customers reserving Library Meeting Rooms shall in no way be announced, advertised, or displayed so as to suggest that the organization, its mission, beliefs, or purposes are endorsed by the Library or its partnering agencies.
2. For any event in the meeting room, age assignments for the purpose of the meeting should be included on all posting and advertising as required by the 15-CSR 30-200.15 ruling. Failure to do so could result in the group being prohibited from using the space.
3. Customers shall be responsible for vacating the Meeting Rooms within the timeframe indicated in their room reservation.
4. Use of Meeting Rooms must be concluded in time to vacate the room in advance of the regularly scheduled facility closing time; typically fifteen (15) minutes before the close of the facility.
5. Meetings must be conducted in a quiet, orderly manner.
6. In accordance with Library Policy, customers reserving the meeting room will insure that meeting attendees respect the common use areas of the library.
7. In accordance with Library Policy, parents may not leave children unattended while using the meeting room facilities.
8. All Library facilities are smoke-free and the use of tobacco products is prohibited.
9. Light, non-alcoholic drinks and refreshments may be served, so long as the premises are left clean and orderly.
10. Customers using the Meeting Rooms shall be assessed for damage to, and excessive cleaning of, Meeting Rooms. The use of tack pins and permanent tape is prohibited.
11. No materials, equipment or furniture belonging to library customers may be stored on library premises. The Library will not assume responsibility if materials, etc. are left on the premises.
12. Customers using the meeting facilities will hold harmless the Library for injuries and accidents as a result of carelessness.

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13. Due to the public nature of Meeting Rooms, reservation requests shall not be protected as Library User Records, as described in Library Policy, but treated as public documents.
14. Library staff reserves the right to enter all meetings held in Library facilities.
15. Unless specifically outlined above, **All Library Policies shall apply to the use of the Meeting Rooms.**

When conflicts arise between the proposed use of the Library's Meeting Rooms and regulations presented in this policy, the Director of the Cameron Public Library shall have the final authority in granting or refusing permission for use of the rooms.

Meeting Room Fees:

1. A fee of \$50.00 per room is required for Commercial/Corporate/Legal groups.
2. The \$50.00 fee will apply if the rooms (s) are used for a training session or classroom session where the participants will be charged a fee to attend.
3. Nonprofit or community organizations may use the room free of charge

All fees are due five working days prior to the meeting or event. All monies paid are refunded if the applicant cancels the event 24 hours prior of the event.

The Library Board, the Library Director or the designee may waive a fee for the room when it is deemed in the best interest of the Library. Waivers may be documented and reported to the Library Board of Trustees.

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AGREEMENT FOR CAMERON LIBRARY MEETING ROOM

We agree to pay \$50 per day rental fee. We are responsible for setting up, taking down and cleaning of all tables and chairs used.

We agree to vacate the premises at least 15 minutes prior to library closing time. In case of emergency, we will contact library staff.

We agree to serve only light refreshments. We will not allow cooking, hot foods, alcoholic beverages, or smoking.

We agree to include age assignments for the meeting on all posting and advertising as required by the 15-CSR 30-200.15 ruling. Failure to do so could result in the group being prohibited from using the space.

Date of Event _____

Approximate Time _____

Rental Check # _____ Amount \$ _____

Request for projector _____ (Yes/No)

Signature

Date

Telephone

1. Neither the Cameron Public Library Board of Trustees nor its staff shall be held responsible for injury to persons or property that may occur while a meeting room is being used. ____ (initials)
2. The Library cannot be held responsible for materials, supplies or equipment owned by the group and used by them in the Library. ____ (initials)