

Meeting/Conference Room Policy*Effective Date: 07/07**Reviewed and Revised 10/08***Page 1 of 4***Policy No: 2.8*

Policy

The Ela Area Public Library has rooms available on a reservation basis for meetings and programs. The primary purpose of these rooms is to provide a space for Library-sponsored programs and meetings. When the rooms are not being used by the Library or Library-affiliated groups, they will be available for use by community groups and organizations. The following procedures apply to all non-Library sponsored meetings and programs.

ROOMS AVAILABLE

Frances Redmon A & B Meeting Rooms – Maximum attendance allowed per room is 70, if both rooms are used, the maximum attendance is 150. The number of people each room holds varies depending on room set-up.

Second Floor Conference Room – Maximum attendance allowed is 14.

GENERAL USE GUIDELINES

Permission to use the meeting or conference room(s) does not in any way constitute an endorsement of the groups' policies and beliefs. Advertisements for meetings held in the Library do not imply Library sponsorship. All press releases, promotional materials and other forms of publicity produced by the booking organization must contain the following statement: "This is not a Library-sponsored program." Failure to include this statement may result in cancellation of the reservation with no refund. No organization may use the Library as its official address except the Friends of the Library. The Library reserves the right to cancel any scheduled meeting if circumstances warrant.

ROOM USAGE RESTRICTIONS

Meeting room space is available for educational, cultural, intellectual, governmental meetings, forums, presentations, and similar activities. The following restrictions apply:

- Use that interferes with the operation of the Library will not be permitted.
- Meetings must be open to the public and free of charge. Nothing can be sold and no donations can be taken at meetings.
- The meeting room and conference rooms are not available to individual political parties, candidates, or to individuals or groups who wish to use the rooms to support or oppose political parties or candidates.

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- Meeting rooms may not be used by outside groups for social gatherings such as showers, birthday parties, reunions, receptions, etc.
- Commercial use is not permitted. All workshops or seminars on financial, estate or retirement planning and related topics will be considered “for-profit” ventures and therefore, sponsoring groups or individuals will not be permitted to use the library meeting rooms. “Educational” programs by professionals (e.g. physicians, financial planners, attorneys, etc.) are permitted only when sponsored as a library program. Applications to present an educational program may be made to Library programmers.

ACCESSIBILITY

As required by the Americans with Disabilities Act, all special accommodations requested will be provided by the sponsoring group/organization, not the Ela Area Public Library.

FRANCES REDMON A & B MEETING ROOM**GUIDELINES & RESTRICTIONS**

Reservations must be made in advance by phone or in-person by an adult member of the group, 18 years of age or older, who has a valid Ela Area Public Library card. The person submitting the application shall be the contact person, unless specified otherwise, and must be present during the scheduled meeting. The contact person is the only person authorized to make changes in room arrangements. Groups for youth under 18 years of age must have adult supervision during use of the room.

Rooms are reserved on a first-come, first-served basis, upon receipt of the completed application and payment, if applicable. Applicant must come to the Library within 7 days to finalize the paperwork. The Library should be notified if a cancellation becomes necessary. Failure to cancel 24 hours in advance of the meeting may result in reservations being denied in the future and will result in loss of payment, if applicable. The only person authorized to cancel a meeting is the signer of the application or the contact specified on the application. Groups may not reassign use of the room.

Meetings are to be scheduled during regular Library hours. All meetings must end at least 15 minutes prior to Library closing time. Groups can be scheduled to meet no more than once a month. The meeting room may only be reserved up to six months in advance.

KITCHEN USAGE

The kitchen must be reserved when refreshments are served. Simple refreshments (coffee, doughnuts, punch, cookies, hors d’oeuvres, etc.) or box lunches may be served at meetings.

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The kitchen is intended for this kind of use only, and may not be used for cooking. No alcohol is allowed. Groups are to bring their own supplies.

EQUIPMENT AVAILABLE

A variety of equipment (TV, VCR, overhead projector, etc.) is available at a nominal fee for use in the meeting room. Scheduling of this equipment is done through the Information Desk. Library personnel are not available to assist in the transferring of supplies, equipment or furniture. Once the room has been set-up, staff will not make changes that were not submitted on the request form.

FEES

All groups using the meeting room must pay a \$25.00 usage fee per room, which is non-refundable and goes toward the set-up and maintenance of the meeting room.

Equipment usage fee \$5.00

Kitchen usage fee \$30.00 (includes use of one coffee pot)

MUSIC RECITALS

A grand piano is available for use in the meeting room for Library-sponsored programs and for music teachers to hold recitals. The music teacher must be a valid Ela Area Library cardholder. All music recitals are required to use both rooms.

Usage fee \$50.00 (All music recitals are required to use both rooms)

Piano Usage Fee \$25.00 (A deposit of \$100 is required to use the piano which will be refunded following the event upon a satisfactory inspection of the piano by a staff member.)

Kitchen Usage Fee \$30.00

SECOND FLOOR CONFERENCE ROOM**GUIDELINES & RESTRICTIONS**

Reservations must be made in advance by phone or in-person by a member of the group, 18 years of age or older, who has a valid Ela Area Public Library card. The person submitting the application shall be the contact person and must be present during the scheduled meeting. The room is reserved on a first-come, first-served basis upon receipt of the completed application and payment. Applicant must come to the Library within 7 days to finalize the paperwork.

Groups can be scheduled to meet no more than once a month. The Conference Room may only be reserved up to six months in advance. All meetings must end at least 15 minutes prior to Library closing time. The Library should be notified if a cancellation becomes

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necessary. Failure to cancel 24 hours in advance of the meeting may result in reservations being denied in the future and will result in loss of payment.

FEES & USAGE

All groups using the meeting room must pay a \$15 usage fee per room, which is non-refundable and goes toward furnishing and maintaining the room.

The number of people using the room may not exceed 14. Groups are responsible for configuring the furniture in the room. No food is allowed.

Behavior in this room is consistent with the Library's Behavior Guidelines. Due to the location of the Small Conference Room, the Quiet Floor Guidelines are in effect.

EQUIPMENT

The following equipment is available for use in the room:

DVD/VHS video player and television

A dry-erase board

Please keep this policy for your records.

Adopted by the Ela Area Public Library District Board of Trustees July 2007.