

**Meeting/Conference Room Policy  
(Frances Redmon A & B Meeting Rooms)***Effective Date: 07/07**Reviewed and Revised: 03/19***Page 1 of 3****Policy No: 2.8 (A)**

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**Frances Redmon A & B Meeting Rooms****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, organizations, and businesses. The following procedures apply to all non-Library sponsored meetings and programs.

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**Frances Redmon A & B Meeting Rooms  
ROOM USAGE RESTRICTIONS**

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

- Permission to use the meeting or conference room(s) does not in any way constitute an endorsement of the groups' policies and/or beliefs. Meetings, programs or events may not disrupt Library users or staff. The Library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal Library operations.
- Meetings must be open to the public and free of charge. Nothing can be sold, and no donations can be taken at meetings.
- Meeting rooms may not be used for social gatherings such as showers, birthday parties, reunions, receptions, etc.
- Meeting Rooms may not be used for meetings, programs or events (including, but not limited to, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services in connection with the meeting. Educational programs presented by credentialed professionals are permitted only when officially sponsored as a Library program. Application 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.

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**Frances Redmon A & B Meeting Rooms  
GENERAL USE GUIDELINES**

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.

The group accepts financial responsibility for any and all damage caused to the building and/or equipment beyond normal wear. A charge will be assessed for any special cleaning or repairs made necessary by a groups' use of the space. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed. The group contact person will be responsible for any charge incurred by the group.

Rooms are reserved on a first-come, first-served basis, upon receipt of the completed application and payment, if applicable. Reservations must be made 24 hours in advance. 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 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 four months in advance.

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.

Groups using the facility may not post signs inside or outside the Library or give materials to patrons inside the Library.

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**Frances Redmon A & B Meeting Rooms  
Room Set-ups & Equipment**

Maximum seating capacity per room is 60, if both rooms are used; the maximum seating capacity is 120. The number of people each room holds varies depending on room set-up.

**REFRESHMENTS**

Light refreshments or box

lunches may be served at meetings. No alcohol is allowed. Groups are to bring their own supplies. There is an additional \$30.00 fee when refreshments are served.

**EQUIPMENT AVAILABLE**

A variety of equipment is available. 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.

**ROOM FEES**

All groups using the meeting room must pay a \$25.00 usage fee per room

**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 Public Library cardholder. Both rooms must be reserved for music recitals at a cost of \$50.

The piano usage fee is an additional \$25.00.