



# Milanof-Schock Library

## Policy: *Library Room Rental*

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### **SUMMARY & PURPOSE**

Milanof-Schock Library's (MSL) meeting rooms may be engaged for educational, civic, and cultural purposes, but not for sectarian, religious, or partisan political meetings. Users of MSL's meeting rooms must comply with all policies and procedures in effect at the time of use. Use of the meeting rooms does not constitute an endorsement of the user by MSL.

### **STATEMENT OF POLICY**

1. In the scheduling of MSL meeting rooms, operations and activities of the library and its Friends Group take precedence over outside activities.
2. Meeting rooms will be reserved on a first come first served basis.
3. Minimum rental period is 2 hours.
4. Rental fees will be charged per hour. The rental timeframe should include any required set up or clean up on the part of the renter.
5. Library meeting rooms may be used only during normal library business hours. Use of meeting rooms outside of normal library business hours will be permitted only with Executive Director approval and will entail overtime charges of \$30 per hour or any portion of an hour.
6. Groups may be required to provide evidence of liability insurance in excess of \$100,000, or post a surety bond, to indemnify MSL in case of damages or other liabilities. Such liability documentation must be submitted with the fee payment.
7. Individuals must be at least 18 years of age to reserve a meeting room.
8. Meeting rooms may not be used for any activity that interferes with the library environment or its operations.
9. No sale of merchandise or services is permitted.
10. Requested chairs and tables will be placed in the reserved meeting room. The organization/group shall handle its own room set-up and furniture arrangement. Time to set up should be included in the rental timeframe.
11. Furniture may not be taken out of the meeting rooms.
12. **Audiovisual Equipment:** Limited equipment, consisting of a PA system, laptop computer, projection screen, and digital projector is available for use. Requests for use of stated equipment must be listed specifically on the back of the meeting room application. **Equipment may not be requested the day of the meeting.** Equipment must be returned in the condition in which it was received. IT support is not available for trouble shooting when using electronic equipment. PLEASE NOTE: If your presentation is saved to the Cloud, be sure you can access your account (username and password), and have a back-up saved to a USB so you may access your presentation on any computer.
13. Other than the items listed above, users may provide their own computer(s), material(s), refreshments, or supplies needed for meetings.
14. If a meeting involves children, proper supervision must be provided at all times.
15. Walls may not be used for hanging pictures, displays, posters, etc.
16. MSL is not responsible for any equipment or materials brought into the library.
17. MSL cannot store any program related materials.

18. Animals and plants may not be brought into the library without prior authorization by the Library Director.
19. Food, equipment, or displays brought into the library are subject to review and approval.
20. Alcoholic beverages, illegal drugs, smoking, and E-cigarettes are not permitted on library premises.
21. Weapons, caustic, toxic, incendiary or dangerous materials are not permitted on library premises.
22. **Accidents:** Report any accident or injuries to staff on duty immediately.
23. Maximum seating in each of these rooms is in compliance with local fire codes and cannot be exceeded.
24. Renters will restore the premises to their original condition and remove trash to the proper outdoor container.
25. A cleanup fee of \$25 will be imposed if meeting rooms are not returned to a clean, tidy condition after their use.

Any group or individual renting the library's facilities is responsible for repair or replacement costs for damages to library property and/or equipment occurring during the rental period.

#### **COMPLETING APPLICATIONS AND SCHEDULING OF MEETING ROOMS**

- To request the use of a meeting room, please submit a completed application (see Attachment 1). Applications are available at the front desk, on-line, or by contacting the Operations Coordinator via email.
  - Non-profit organizations must show proof of their status by submitting a copy of the appropriate paperwork.
  - No payment should accompany the initial application.
- Operations Coordinator will evaluate the request and check the library's calendar to assess availability.
- If meeting room is deemed available for rental, applicant must submit payment immediately.
- Room Rentals cannot be added to the calendar until payment is received.
- Repeated use of meeting rooms may be limited. A group or individual that wishes to use the facility regularly, or for a number of consecutive days, must submit a request in writing for MSL staff to review. The request should include the dates and timeframe needed.
- Room rental fees may be refundable with two weeks' advance notice of a reservation cancellation.
- If MSL must cancel the use of the room, or close due to inclement weather, the applicant will be notified as soon as possible and a refund provided or applied to a mutually agreed upon alternate date.

#### **PUBLICITY**

- Non-Library affiliated meeting sponsors may not imply any co-sponsorship of their activity by the library in their publicity.
- MSL will not publicize any rental programs or meetings.
- **Advertisements:** Advertisements for meetings or programs must include the following disclaimer: "The Milanof-Schock Library is not sponsoring or endorsing this program."

#### **AUTHORITY**

Organizations not fulfilling their obligations as enumerated in the list of policies and procedures may be denied use of MSL's meeting room facilities.

- The Operations Coordinator is the Point of Contact for room rentals and is responsible for setting the schedule.
- Variances, disputes, or any policy interpretation issues may need to be addressed with the Executive Director for resolution. Unresolved issues may be taken to the Board of Trustees, whose decision will be final.
- MSL reserves the right to prohibit future use of the facilities by a group or individual.

#### **RATIFICATION HISTORY**

3.17.2003: Approved by MSL Board of Trustees  
5.18.2003: Approved by MSL Board of Trustees  
6.15.09: Approved by MSL Board of Trustees  
2.17.11: Approved by MSL Board of Trustees  
5.17.18: Approved by MSL Board of Trustees  
2.17.2022: Approved by MSL Board of Trustees