

Oakmont Carnegie Library Policy

SECTION IV: Community Relationships
POLICY: Conference Room Use

Series 4000
Policy 4001

Oakmont Carnegie Library is a municipal authority whose facilities are open to all. The library areas are a community resource designed to be used in accordance with the library's mission of providing learning and leisure opportunities for the community.

The Conference Rooms, located in the library, will be available for use according to the following conditions:

1. The library welcomes the use of the conference rooms for educational, cultural, informational and leisure events and activities. The conference rooms are available on equal terms to all community organizations regardless of the beliefs, philosophies or affiliations of their members provided that the meetings are free and open to the public.
2. Library programs and activities have precedence over public requests for use of the conference rooms. Community organizations and groups will be scheduled as times and space permit. Non-profit organizations offering programs free to the public will have priority over for-profit organizations and private meetings. The library reserves the right to change or cancel a booking if deemed necessary by the library at its sole discretion. The library will give as much notice as possible if this occurs. Alternate meeting times will be offered when possible. If the library closes due to inclement weather or other unforeseen situations, meetings will not automatically be re-scheduled. The library will attempt to notify affected parties and it is incumbent upon the organization to re-schedule their meeting or event.
3. The conference rooms may be used within normal library hours of operation. Meetings will not be scheduled for the days when the library is closed. Meetings will not be scheduled to begin more than one half hour prior to the opening time of the library on that day and are expected to end at the normal closing times of the library. Exceptions to these times may be made in special circumstances, with Board approval, but a fee may be charged to cover any costs incurred to accommodate such requests.
4. Applications for use of conference rooms must be made to the library at least twenty-one (21) calendar days in advance of the proposed meeting date. Although the library director will offer preliminary approval of applications based on policy guidelines, the final decision to honor the request rests with the Library

Board. Applicants must complete a room request form. Acceptance and approval of the completed and signed form and room deposit will confirm a booking. Groups are generally permitted to meet for a 3-hour time period. Exceptions to this timeframe must be requested. Notification of cancellation should be made as soon as possible. Failure to show without notifying the library will result in the forfeiture of the deposit fees and cancellation and/or disapproval of future room usage.

5. All conference room bookings require a \$50.00 refundable cash deposit due upon application. All facilities must be left in a clean and orderly condition. Tables and chairs must be restored to their original locations after use. Library staff are not expected or required to provide personal assistance in room set up or clean up. Users must pay the cost of any damages to the facilities. The library will not be responsible for any materials or equipment left in the building by users. Items left behind will be discarded.

The library cannot accept responsibility for or provide storage space for any items used by the organization. Items needed for the organization's meetings, events and activities may be brought into the library for use during the meeting, but must be removed upon departure. Items needed by the organization, but not brought in, will not be supplied by the library. Signs, decorations or other similar items may not be fastened or affixed to the walls, windows or other aspects of the facility.

6. Organizations may use the library equipment provided in the conference rooms such as:

- Tables and chairs
- Kitchenette area (if requested)
- Lavatories
- Podium
- Telephone (additional fee assessed according to usage)
- Internet connection (additional fee assessed according to usage)

If requested in advance on the room request form, and if the equipment is available, organizations can also have access to:

- Microphone and sound system
- DVD player
- LCD projector and screen

7. The deposit is held against damages. Damage to room, furniture or equipment will be deducted from the deposit and any further costs will be billed to the organization and/or the contact person who will be liable for the same. The deposit will be returned approximately two weeks after the scheduled meeting or held against future bookings if the organization meets on a regular basis. Under

no circumstances will an organization be allowed to use the library facilities if the organization has not paid for previous damages.

8. Light refreshments may be served, but care must be taken to serve and consume refreshments so as not to deface library facilities or equipment. Organizations must bring in and remove their own serving and clean up supplies, including trash bags. Trash should be disposed of in the proper containers, and lights turned off. Failure to clean up after a meeting may result in fees being charged at the current library maintenance hourly rate.
9. Conference room users must adhere to the room capacities as identified by the Fire Marshall. Other matters of safety will be observed in all meetings. No smoking and no alcoholic beverages are permitted in the library. Children must be supervised at all times in the meeting area. No undue noise will be permitted and organization related activities must be confined to the conference room and must not interfere with normal library activities.
10. Non-profit organizations may use the conference rooms at no cost, but must provide \$50 refundable deposits and fully comply with the free and open use requirements. That is, the organization must make every effort to inform the public of these free meetings, programs, events and/or activities. Members newsletters are not considered sufficient public notice. Acceptable venues for appropriate public notice include press releases to newspaper or other print media, notices on organization websites, flyers and posters must include the name and contact number of the organization as well as the exact words "free and open to the public." The library should be listed only as the location of the meeting and sponsorship by the library should not be stated or implied. A copy of the public notice should accompany the Application for Conference Room Use. Failure to comply may result in a rental fee charge.

No charges or fees may be assessed for attendance at a meeting. The only exception is a materials fee for actual materials received such as craft materials or workbooks. If dues are collected from club members, this must be conducted before or after the public portion of your program. There should be no pressure on those present to become a club member or to make a donation to cover the cost of the meeting or the speaker. Failure to comply will result in the immediate cancellation of the group's use of the room for future meetings.

11. For-profit organizations include business or for-profit enterprises, organizations or groups who offer programs with the intent of profit-making or selling a future service to participants, and organizations or groups who charge a registration fee for attendance at its programs. Such for-profit organizations may use the conference rooms, but will be assessed a user fee of \$50 for use of the White Oak or Red Oak Rooms and a user fee of \$100 for use of the Oak Room, payable in advance, not including the \$50 refundable cash deposit fee. Library

programs will have the first option on room scheduling and use. Non-profits will have second option and for-profits will be accommodated as space is available.

12. The Library Board reserves the right to waive deposits and fees for organizations under certain circumstances and conditions but only with prior action and approval by the Board.

Adopted: February 13, 2002

Revised: April 21, 2010