

<b>Presque Isle Community Library</b>	
<b>Title:</b>	Meeting Room Policy
<b>Original Adoption Date:</b>	September 12, 2017
<b>Suggested Review Cycle:</b>	1 year
<b>Revision Date(s):</b>	October 13, 2020

- 1) **PURPOSE:** To define guidelines, procedures and expectations for private use of the Presque Isle Community Library (PICL) facilities and meeting rooms, by members of the community.
- 2) **POLICY:** The Presque Isle Community Library makes its facilities and meeting rooms available to groups or organizations for informational, civic, educational, cultural, or community activities.
  - a) Reservations for use of PICL facilities and/or meeting rooms are made only through the Presque Isle Community Library.
  - b) The Library Director sets the priority for facility usage and reservations.
    - i) That priority list is typically Library activities, PICL Board of Trustees, Friends of the Library (FOL) and programs co-sponsored by the Library.
    - ii) The Library Director will make all other reservations for the meeting room and facilities on a first-come, first-served basis.
    - iii) The Library Director may post activities on the Library calendar.
  - c) Granting permission to use the meeting room does not constitute an endorsement of the group or organization by the Presque Isle Community Library or its Board of Trustees. User groups may neither claim endorsement by the library nor imply that the library is sponsoring their meeting. Any publicity should provide a non-library address and/or telephone number for more information. Publicity may not include a library phone number.
  - d) Meeting rooms are normally available only during library hours.
    - i) Use of the meeting room during library off-hours is generally restricted to the Library, Friends of the Library, Town government or programs co-sponsored by the library.
    - ii) However, the Library Director has discretion to schedule other events during library off-hours, as long as either a Library Staff member or a PICL Board of Trustees member attends.
    - iii) The Library Director has the discretion to loan out key(s) for facility entry, using the Library Key Policy.
    - iv) Fee Schedule - Although there is typically no charge for the use of PICL meeting rooms or facilities for public and community events, donations are gratefully accepted. Any fees incurred, will be paid to the Library within one (1) week (PI). Town of Presque Isle Fee schedule table below:

Type	Charge
Residents, Taxpayers, Local Clubs, Civic, Governmental, and Religious Organizations	No Fee
Non-residents and non-taxpayers	\$5 / person up to \$250 maximum
Users who generate income	\$1 / attendee

- e) Facilities reservations are made by filling out a Meeting Room / Facilities Application form.
  - i) The application form is an integral part of this policy.
  - ii) A reservation is not complete until the application form has been signed and approved by the Library Director / Staff.
  - iii) Reservations may be made no more than one year in advance. The library should be notified of any cancellations as far in advance as possible.
  - iv) The person signing the Meeting Room / Facilities Application must have a valid library card, be in good standing, and be 18 years of age or older.

- 3) **FACILITIES:** PICL allows community usage of the (a) entire library, (b) Tutor room, (c) 1<sup>st</sup> floor open meeting areas, and (d) Basement Meeting Room.
- a) The entire Library facility can be reserved during off-hours.
  - b) The Tutor room is a small private enclosed meeting area on the main floor.
    - i) It consists of table and chairs and can probably accommodate ~3-5 people comfortably.
    - ii) The Tutor room does not require a Meeting Room Application, during normal business hours. Patrons may simply reserve this space by contacting library staff to be added to the library calendar.
  - c) There are two (2) open meeting areas on the first (1<sup>st</sup>) floor - consisting of tables and chairs.
    - i) Both of these areas combined, can accommodate ~10-12 people comfortably.
    - ii) These areas do not require a Meeting Room Application, during normal business hours. Patrons may simply reserve this space by contacting library staff to be added to the library calendar.
  - d) There is a large meeting room located in the Basement level.
    - i) The Maximum Occupancy Capacity is (47).
    - ii) Accessible by elevator.
    - iii) 12 Tables and 50 Chairs on rolling storage carts.
    - iv) Bathroom
    - v) Audiovisual system , which requires orientation prior to use.
      - (1) Library laptop hardwired to Library network
      - (2) Ability to connect their own computer
      - (3) Ceiling mounted projector and wall mounted screen
      - (4) DVD
      - (5) Sound system with a podium microphone and a portable lavalier microphone
    - vi) Small kitchenette with microwave.

#### 4) Group Meeting - Room Usage, Guidelines, and Requirements

- a) The meeting space may not be used for any purpose which may interfere with the regular operation of PICL. In the event of policy or rule violations, the library staff may immediately end a meeting and clear the meeting space.
- b) The Library Board and staff do not assume any liability for groups or individuals attending an activity in the library. The library assumes no responsibility for items left in the meeting room and is not responsible for damage, loss, or theft of personal property.
- c) Meeting Types - Meetings are subject to all applicable federal, state and municipal laws and regulations.
- d) When a group includes individuals under the age of 18, an adult must be present for the entire meeting.
- e) Meetings must be confined to the meeting area(s) reserved. Food and Beverages should be confined to areas reserved. Refreshments, including wine and beer, may be served at no charge. Distribution of liquor is not allowed. Use of the downstairs kitchenette is permissible, but it must be cleaned afterwards.
- f) Groups may not exceed the posted seating capacity for the area.
- g) Smoking is not allowed in the building and candles or other incendiary materials may be not be used.

- h) Sale and Dispensing of Beer and/or Wine
  - i) Sale of hard liquor is prohibited.
  - ii) If beer and wine is to be sold - A Town of Presque Isle Class B or C license is required. Application must be made with the Town Clerk, at least 30 days prior to the event, for approval by the Town Board. (Town of Presque Isle - Chapter 300 / Subchapter 301)
  - iii) Minors are not allowed to be present where such beverages are sold unless accompanied by a parent or legal guardian.
  - iv) A licensed bartender must be present and the licensed applicant will be held responsible for the sale of alcohol to minors.
  
- i) The person signing the Meeting Room / Facilities Application form is responsible to PICL for the use and care of the meeting room.
  - i) He or she is responsible for enforcing the library's meeting room policy and these rules.
  - ii) The signing person will be charged for any damage to library property and equipment, in connection with the meeting.
  - iii) At the end of a meeting, users are responsible for returning the room to its original condition.
    - (1) Cleaning equipment is available : Broom, dustpan, mop and bucket, paper towels, spray cleaner and trash bags.
    - (2) Cleaning equipment location(s) - Upstairs (Utility Room between bathrooms) and Downstairs (Maintenance Room near bathroom).
    - (3) Bathrooms are normally cleaned by the Town. If the Library Director feels that the bathroom has been left in a less than acceptable condition, the Library Director has the discretion to impose a cleaning surcharge (see below 3.iv).
    - (4) Please allow sufficient time for set up, take down, and clean up. If the meeting is held during library open hours, meetings must end at least 10-15 minutes before the Library closes.
    - (5) All meeting materials must be removed or placed in approved trash containers.
    - (6) Tables and chairs must be returned to original positions or storage carts.
    - (7) Floors should be swept or vacuumed.
    - (8) Lights turned off
    - (9) Facility Locked
  - iv) Cost of replacement or repair of missing or damaged items or cleaning will be billed to responsible person.
    - (1) If the room is not left in a clean and orderly condition, a minimum charge of (\$50) for janitorial services, will be made to the individual who signed the Meeting Room Application.
    - (2) If additional janitorial time is required, it will be billed at \$15/hr.

**5) Completion and Signature of the Applicant on the Meeting Room / Facilities Application agrees to the two (2) items below:**

- a) I have received and read a copy of the Presque Isle Community Library Facility Use Policy
  
- b) Applicant understands that their use of the Presque Isle Community Library facility is voluntary and that they are using it for their benefit only. I agree that the use of the Presque Isle Community Library facility is undertaken at my own risk and that the Town of Presque Isle will not be liable for any claims, injuries, damages of whatever nature incurred by myself or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Library and Town from any claims, injuries, or damages of whatever nature arising out of or connected with their use of the Presque Isle Community Library facility. I also agree to reimburse the Town for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Presque Isle Community Library facility. By signing this document I agree to abide by the provisions stated in the Presque Isle Community Library Use Policy. I further certify that I will submit any fees due within one week of the use of the building.

# Presque Isle Community Library Meeting Room / Facilities Application

All information must be completed before the document will be accepted / approved

Organization Name:		
Name Responsible Party:		
Address Responsible Party:		
Phone Contact(s): Home / Business / Cell		
Library Card # / Check Currency (Library Staff - Initial / Date)		
Email:		
Purpose of Meeting:		
Reservation Date / Day:	Date:	Day:
Approximate Time Start / Time End	Start:	End:
Food or Beverages: Yes / No		
Liquor License from Town: Yes / No <i>If yes, a copy of license must be presented.</i>		
AV Training: Yes / No (Library Staff)		
Fee Estimate (if applicable - see Policy 1.d.iv)		
Application Approval - Library Staff Signature & Date:		
Additional Fees Paid: \$ Amount & Date		
Applicant Signature & Date: <i>By signing, applicant acknowledges I have received, read, and reviewed the PICL Facility Use Policy and understands section disclaimer in Section 5. b.</i>		

Applicant understands that their use of the Presque Isle Community Library facility is voluntary and that they are using it for their benefit only. I agree that the use of the Presque Isle Community Library facility is undertaken at my own risk and that the Town of Presque Isle will not be liable for any claims, injuries, damages of whatever nature incurred by myself or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the Town, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the Library and Town from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Presque Isle Community Library facility. I also agree to reimburse the Town for any damage, breakage, maintenance, or cleanup costs arising out of my use of the Presque Isle Community Library facility. By signing this document I agree to abide by the provisions stated in the Presque Isle Community Library Use Policy. I further certify that I will submit any fees due within one week of the use of the building.