

Tipton County Public Library Meeting Room Policy

The library's meeting room is available for use by the public regardless of the beliefs or affiliations of individuals or groups requesting its use. Permission to use the meeting room does not constitute an endorsement of the policy, product, or beliefs of the individual or group using the room. The library reserves the right to limit use of the room. Use may be limited to time, place, and/or manner of use.

Reservations and Logistics

Reservations are taken on a first come, first served basis. Reservations may be made by telephone; however, an official representative of the group must complete the meeting room reservation form and pay the deposit and any applicable fees at least one week prior to the scheduled meeting. Failure to complete the meeting room reservation form or make the deposit payment may result in the room or equipment being unavailable.

Library programs will always have priority over all other scheduling. In the event a conflict arises after scheduling use of the meeting room, the library will endeavor to accommodate the group or give adequate notice of cancellation.

Reservations are taken in the order received and will not be booked more than one year in advance.

Advance arrangements must be made to use the library's available technology. A complete list of available technology may be found on the meeting room reservation form.

The meeting room is available from 7:00 a.m. to 9:00 p.m. Monday through Saturday. The meeting room is not available on Sundays or days the library is closed for holidays or emergencies.

The meeting room key may be picked up the day of the meeting. If the meeting begins before 9:00 a.m., the key may be picked up the day before. If the meeting ends past 8:00 p.m., the key must be returned in the drop box, according to the instructions in the envelope provided.

Responsible adults must be in attendance whenever minors are present. Adult supervisors will be responsible for any damages.

A standard setup of 4 tables and 16 chairs will be provided for use in the meeting room. If more are needed, the storage room will be unlocked, and the room may be set up according to the group's needs. When the function is over, the group is responsible for returning the room to its original setup.

Library personnel have free access to enter the meeting room at any time.

Fees

A \$50 damage deposit, plus sales tax, is required for any use of the meeting room. This must be paid at the time of application before the scheduled use. The deposit will be refunded when it is determined that the room has been left in satisfactory condition.

A \$50 fee, plus sales tax, is charged when the room is used for a private social event or when used by a for-profit organization. This must be paid, along with the damage deposit, at the time of application. There is no fee for use of the room by not-for-profit groups.

There is a \$10 fee, plus sales tax, for use of the kitchen facilities. This fee also allows use of the coffee maker, punch bowl, serving trays, and pitchers. Use of the stove or oven is not included as no cooking is permitted on library premises.

Kitchen

Refreshments may be served. Packaged meals such as box lunches, catered meals, and/or snacks are permitted. No meals may be cooked in the library. Food and drinks are not to be taken elsewhere in the library building.

Red and/or purple drinks are not permitted as stains of this nature are very difficult to remove from the flooring and furniture. All or part of the damage deposit may be used for cleaning carpets when stains are unable to be removed by in-house cleaning.

Alcoholic beverages and smoking are not allowed in the meeting room or anywhere on library premises.

Facilities must be left in the same condition in which they were found. Trash should be disposed of in the trash cans provided, and the kitchen counters and equipment should be left clean.

Damages

The group using the meeting room takes full responsibility for any room and/or equipment damage incurred during its use of the room.

All damages will be charged against the damage deposit. Damages beyond the amount of the deposit will be billed to the group or individual making the reservation. Failure to pay additional damages assessed, or excessive or recurring abuse of the room will be just cause for denial of future access to use of the meeting room.

The library assumes no liability for any loss or damage to the sponsoring group or attendees of any program that occurs during the use of the meeting room.

All standards, according to the Tipton County Public Library Patron Behavior Policy, are in effect for groups or individuals who make use of the library meeting room.

Tipton County Public Library
Meeting Room Reservation

Name of Individual or Organization _____

Date of meeting _____ Time of meeting _____

Type of meeting or program _____

- A. Non Profit (no charge) _____
- B. For Profit (\$50 fee + sales tax = \$53.50) _____ (+ kitchen fee = \$64.20) _____
- C. Social (\$50 fee + sales tax = \$53.50) _____ (+ kitchen fee = \$64.20) _____

Kitchen Use

Use of the kitchen requires a \$10 fee, plus sales tax (\$10 fee + tax = \$10.70) Yes _____ No _____

ALL MEETINGS REQUIRE A \$50 DAMAGE DEPOSIT (returned if no damages incurred)

Two separate payments are required.

Deposit must be made by check. Rental fee may be made by cash, check, or credit card.

- A standard setup of 4 tables and 16 chairs will be provided for use in the meeting room. If more are used tables and/or chairs are used, or if tables and chairs are moved into a different configuration, the group is responsible for returning the room to its original setup.
- Red or purple drinks are NOT permitted as their stains are not easily removed from flooring and furniture.
- Significant damage to or theft of any of the library's equipment or kitchenware will result in replacement costs being charged. Please see the information below.

Meeting Room Available Equipment (please check equipment you will need for your meeting)

Replacement charges are in parentheses after each item

- | | |
|------------------------------------|----------------------------------|
| _____ Lectern (\$100) | _____ Dry Erase Easel (\$100) |
| _____ Microphone/PA System (\$200) | _____ Piano (\$4,500) |
| _____ Screen (\$700) | _____ Opaque Projector (\$250) |
| _____ LCD Projector (\$400) | _____ DVD Player (\$150) |
| _____ Television (\$300) | _____ Overhead Projector (\$200) |
| _____ Slide Projector (\$250) | |

Kitchen Equipment Available

- | | |
|--------------------------------|---|
| _____ Punch Bowl (\$50) | _____ Coffee Urn, 30 cup (\$100) |
| _____ Serving Trays (\$50) | _____ Pitchers (\$50) |
| _____ Small appliances (\$100) | _____ Utensils/Cutlery/Serviceware (\$50 per item type, e.g. \$50 each for utensils, cutlery, etc.) |

**NO ALCOHOLIC BEVERAGES ARE PERMITTED ON LIBRARY PROPERTY
NO SMOKING IS PERMITTED ON LIBRARY PROPERTY**

We have read the Meeting Room Policy established by the Tipton County Public Library Board of Trustees and agree to abide by this policy. We will be responsible for the conduct of the people present and will assume responsibility for any damage to library property due to our occupancy. In addition, we agree not to hold the library responsible for any damage or loss to individuals or property resulting from our use of the meeting room.

Printed name _____

Signature _____

Date _____ Phone _____

Second Contact Person Name _____ Phone _____

FOR LIBRARY USE ONLY

Received by _____ Date _____

Deposit paid Yes _____ No _____ Date _____

Room fees paid Yes _____ No _____ Date _____

Kitchen fees paid Yes _____ No _____ Date _____

Keys picked up Yes _____ No _____ Date _____

Deposit returned Yes _____ No _____ Date _____