

## Public Meeting Room Policy and Room Registration Form

Article six of the *American Library Association Bill of Rights*, which has been endorsed by Crandall Public Library, reads as follows:

*Libraries which make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.*

The following Meeting Rooms are available for use on approval of the attached application:

- Christine L. McDonald Community Room Capacity of 150 depending on seating
- Holden Meeting Room Capacity of 16
- Crandall Room Capacity of 12
- Children's Activity Room Capacity of 12

The meeting rooms are available without charge to organized non-profit associations, tax-supported institutions and government entities holding a meeting or event that is both free and open to the public. "For-profit" groups are allowed to book the meeting rooms but priority will be given to library programming or library co-sponsored events and the aforementioned groups. The meeting rooms are available for use by "for-profit" entities at the following rates to be paid in advance (checks may be made out to The Crandall Public Library:

- Christine L. McDonald Community Room.....\$200 per hour
- Holden Meeting Room.....\$50 per hour
- Crandall Room.....\$50 per hour
- Children's Activity Room.....\$50 per hour

Meeting room use is subject to the following guidelines approved by the Library Board:

1. Priority is given to Crandall Public Library meetings and activities and library co-sponsored activities. Availability of the Meeting Rooms at all other times shall be on a first come, first served basis.
2. Rooms may be reserved by Library co-sponsored/supported events up to 90 days in advance; non-profit organizations up to 60 days in advance; for-profit organizations may reserve up to 30 days in advance.
3. No admission may be charged or donations requested at the door. Coverage for meals or education packets may be excluded. It is permissible for authors and performers to sign and sell materials following a reading or performance.
4. Light refreshments may, with prior approval, be permitted. No alcoholic beverages may be served. Smoking is prohibited. No open flames.
5. The person reserving the room must agree to the terms and condition of the use of the room. Online applications are considered a valid signature. Persons scheduling the meeting rooms must be at least 18 years old. This person will be designated as the responsible party and is legally responsible for any damages or breach of agreement. All groups are responsible for any damage caused to library property during meeting room use. All groups are responsible for leaving meeting room in a clean and orderly

condition. If the room is not left in a clean and orderly condition, there may be a fee of \$25/hour for clean-up. As applicable, organizations may need to provide proof of insurance.

6. Programs may not be used to directly solicit business or collect contact information from program attendees to market any product or services.
7. All groups using the Christine L. McDonald Community Room are responsible for setting up their own tables and chairs. Please allow time for these tasks.
8. Crandall Public Library AV equipment is not available for public use; groups must bring their own laptops, projectors, etc.
9. Meeting Rooms are only available for use during the hours the Library is open to the public. All events are cancelled in case of an emergency closing of the Library.
10. When scheduled for use by minors, an adult supervisor must be present in the meeting room at all times.
11. Neither the name nor address of Crandall Public Library may be used as the official address of an organization. Publicity for events in library should clearly identify the sponsoring organization. Telephone inquiries should be made to the sponsoring organization.
12. Meetings will appear on the Library's online calendar; contact information will be viewable online (see #5).
13. The two of the smaller rooms, the Crandall Meeting Room and the Holden Meeting Room are available on a walk-in basis if they have not been scheduled in advance.
14. The Library encourages use of meeting rooms for diverse events and groups and seeks to give all eligible organization an opportunity to use our building. Organizations may schedule rooms up to 24 times in a 12 month period. Evening use of the Community Room may only be reserved 6 times in a twelve month period.
15. The Library reserves the right to revoke permission to any user whose planned use of the Library's meeting rooms does not comply with this policy. Violation of any of the library's rules shall be grounds for denial of future use of meeting space.
16. The individual or the group representative requesting the meeting room must agree that the Crandall Public Library Board of Trustees and the Library staff are not responsible for any loss, damage, liability, cost and/or expense incurred during the use of the meeting room. Those using the facility must assume full responsibility for injury and are responsible for any damages to the premises, equipment and furnishing during the use of the room(s). The Library provides no insurance to cover medical/dental expense, hospitalization or disability on individuals using the facility.

*Adopted by the Crandall Public Library Board of Trustees March 3, 2010; revised October 23, 2013*

**Please respond to the following questions:**

- Is the requesting group non-profit: Yes  No
- Will there be any charge for the meeting/program: Yes  No
- Is this meeting/program open to the general public: Yes  No
- Are you over 18? Yes  No
- Do you (the requesting organization) have an in-force public liability policy available to present upon request? Yes  No

**PROGRAM INFORMATION**

Date of Program: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Total amount of time the room is needed: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ROOM INFORMATION**

**Room Selection:**

Crandall Room  Holden Room  Children's Activity Room  Christine L. McDonald Community Room

*For Community Room only:*

# Tables: \_\_\_\_\_ # Chairs: \_\_\_\_\_ Kitchen access  Podium w/microphone  Movie screen

Describe room set-up: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CONTACT INFORMATION** *(will be viewable on our online calendar)*

Name of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**I have read and agree to the Public Meeting Room Policies**

\_\_\_\_\_  
**Signature** **Date**

**STAFF USE**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

"For-profit" fee received: Yes  No  Insurance Certificate on file: Yes  No  Custodial/IT Set-Up: Yes  N/A