



## Milanof-Schock Library

Policy Title: Meeting Room Policy

Date: 5-17-2018

Approved by MSL Board of Directors: 3.17.2003 (revised/approved 5.18.03; 6.15.09; 2.17.11, 5.17.18)

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*Thank you for your interest in using Milanof-Schock's Engle Community room. We are pleased to be an educational, civic, and cultural resource to the community. Please allow us to assist you as you work through the room rental process. We have put the following policies put into place to minimize misunderstandings. If you have any questions, we are happy to discuss them with you.*

### Summary & Purpose

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

### Authority:

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

- The Operations Coordinator is the Point of Contact for room rentals and is responsible for setting the schedule.
- Variances, waivers, or any policy interpretation issues may need to be addressed with the Executive Director for resolution.
- The contact person should check in at the circulation desk when first arriving for an event or activity and again when leaving.
- The Library reserves the right to prohibit future use of the facilities by a group or individual, which causes damage, violates Library rules, or interferes with Library operations.
- Unresolved disputes may be taken to the Board of Directors, whose decision will be final.

### 1. Policies

1. Meeting rooms will be reserved on a first come first served basis, with a minimum of 2 hours.
2. 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.
3. 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 Library Director approval and will entail overtime charges of \$30 per hour or any portion of an hour.
4. Groups may be required to provide evidence of liability insurance in excess of \$100,000, or post a surety bond, to indemnify the Library in case of damages or other liabilities. Such liability documentation must be submitted with the fee payment.
5. Individuals must be at least 18 years of age to reserve a meeting room.
6. Meeting rooms may not be used for any activity that interferes with the Library environment or its operations.
7. No sale of merchandise or services is permitted.
8. 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.
9. Furniture may not be taken out of the meeting rooms.

10. **Audiovisual Equipment:** Limited equipment, consisting of a PA system, desktop 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.
11. Other than the items listed above, users must provide their own computer(s), material(s), refreshments, or supplies needed for meetings.
12. If a meeting involves children, proper supervision must be provided at all times.
13. Walls may not be used for hanging pictures, displays, posters, etc.
14. The Library is not responsible for any equipment or materials brought into the Library.
15. The Library cannot store any program related materials.
16. Animals and plants may not be brought into the Library without prior authorization by the Library Director.
17. Food, equipment, or displays brought into the Library are subject to review and approval.
18. Alcoholic beverages, illegal drugs, smoking, and E-cigarettes are not permitted on Library premises.
19. Weapons, caustic, toxic, incendiary or dangerous materials are not permitted on Library premises.
20. **Accidents:** Report any accident or injuries to staff on duty immediately.
21. Maximum seating in each of these rooms is in compliance with local fire codes and cannot be exceeded.
22. No non-library group or organization may use the Milanof-Schock Library as its address.
23. Renters will restore the premises to their original condition and remove trash to the proper outdoor container.
24. A cleanup fee of \$25 will be imposed if meeting rooms are not returned to a clean, tidy condition after their use.
25. 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.

## 2. Completing Applications and Scheduling of Meeting Rooms

In the scheduling of Library meeting rooms, operations and activities of the Library and its Friends Group take precedence over outside activities. Variances may be requested through the Operations Coordinator. The Executive Director will review any waivers or variances to this policy.

- To request the use of a meeting room, please submit a completed application (see Attachment 1) and attach payment. Room Rentals cannot be added to the calendar until payment is processed.
- Applications are available at the front desk, on-line, or by contacting the Operations Coordinator via email.
- 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 Library staff to review. The request should include the dates and timeframe needed.
- Room rental fees may be refundable with 3 working days advance notice of a reservation cancellation.
- If the Library must cancel the use of the room, the applicant will be notified as soon as possible and a refund provided or applied to a mutually agreed upon alternate date.
- If the Library closes due to inclement weather, the event will be canceled. It is the responsibility of the renting group to contact the Library to find out if it is open. Call the Library, check the

Facebook postings, or tune into WGAL where weather closings are posted. If the Library elects to close, paid fees will be refunded or applied to a mutually agreed upon alternate date.

### 3. Publicity

- Non–Library affiliated meeting sponsors may not imply any co-sponsorship of their activity by the Library in their publicity.
- The library may advertise un-affiliated programs occurring on its premise as a rental only under special circumstances. Renters should assume there will be no advertising unless they have been referred to the Community Relations Coordinator to coordinate the details.
- **Advertisements:** Advertisements for meetings or programs must include the following disclaimer: “The Milanof-Schock Library is not sponsoring or endorsing this program or any goods or services offered by the meeting sponsors.”

### 4. Rooms Available for Community Use

2A. Engle Community Room: **Maximum seating capacity: 80** Tables and chairs are available for this number of attendees. The Room also contains a PA system, desktop computer, VCR, and a projection screen. The room has access to limited kitchen facilities for refreshment service. The Engle Room may be divided into two separate rooms for smaller or parallel functions.

\*Note: a divided room removes A/V capabilities in the back half and kitchen accessibility to the front half.

2B. Grissinger Board Room: Though rarely available, the board room may be used for small groups, with seating for 10 or less around a conference table. This room does not include A/V capabilities.

2C. O’Connor Kitchen: The O’Connor Kitchen, adjacent to the Engle Room, may be rented for the preparation of light refreshments. No cooking facilities are available, except for a coffee maker and microwave. Prepared food may be brought into the meeting rooms and kitchen with the advance approval of the Executive Director. Food and drink may be served and eaten only in the meeting rooms and kitchen. The Library cannot provide refreshments.

**Milanof-Schock Library Meeting Room Reservation Form**

Date: \_\_\_\_\_

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

501(c)3 Non-Profit? YES / NO

Purpose & Mission: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Estimated Ending Time: \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Facilities Desired

Select	Room or Service	Seating*	Non Profit Org. per hour	For Profit Org. per hour	Charges
	Engle Room Large	60-80	\$20	\$30	
	Engle Room Med.	20-40	\$15	\$25	
	Engle Room Small**	10-25	\$12	\$20	
	Grissinger Bd. Rm.**	2-10	\$15	\$25	
	O'Connor Kitchen <small>(Only in addition to a meeting room)</small>		\$10	\$15	
	Overtime Fee (extra)		\$30/hr.	\$30/hr.	
	Cleanup Fee		\$25	\$25	
	Photocopies		\$.20/pg.	\$.20/pg.	
				Total Due	
*seating capacity depends on use of tables and furniture configuration  **No Audio/Visual equipment available.					

Any room not returned satisfactorily to clean condition will incur a \$25 cleanup fee.

Responsible Individual's Signature: \_\_\_\_\_

VISA    MasterCard

Account Number" \_\_\_\_\_

Exp Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      3 Digit Security Code: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_  
(Exactly as printed on the card)

Billing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

Room Set up and equipment needs

The Library staff will aim to move requested furnishing into the meeting room in such a way to facilitate your event. Please describe what you envision your needs to be. Understand you may need to make adjustments for your final event requirements.

Before leaving, you need to move furnishings in such a way that they are neatly arranged and free from trash or other debris. Trashcans should be emptied to rubbish bins out back. Please notify the circulation desk staff or Operations Coordinator when you are leaving.

EQUIPMENT	QUANTITY
Chairs	
Tables	
Podium	
computer	
Projector/screen	
PA system	
DVD player	
Floor covering	
Other:	

**For Library Use**

Entered on Meetings Calendar ( ) Overtime Req. ( ) Fee Collected ( )

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

Comments:

**Milanof-Schock Library Meeting Room Fee Waiver Request**

Date: \_\_\_\_\_

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

501(c)3: YES / NO

Purpose & Mission: \_\_\_\_\_

Responsible Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Estimated Ending Time: \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

I request waiver or reduction of the Library meeting room fee(s) because:

I believe the event will be beneficial to the community and/or the Library because:

Responsible Individual's Signature & Title: \_\_\_\_\_

\_\_\_\_\_

<b>For Library Use</b>		
<u>Action:</u>		
Approved: (    )	Disapproved (    )	Date: _____
Date Requestor Contacted: _____		
Reason/Comments:		
Library Director Signature _____		Date: _____