
POLICY

MEETING ROOM USE Effective March 22, 2017

General Considerations

Mifflin Community Library's Hiller Meeting Room is available for use by community groups from the Governor Mifflin area. *Such groups shall usually be non-profit, non-sectarian, and non-partisan, but the Board may allow some commercial (for-profit) organizations to use the room.*

The Board of Directors has the right to limit the use of the community room to meetings, exhibits, seminars or lectures. The fact that an activity takes place in the community room does not constitute library endorsement of the activity. The Board of Directors has the right to refuse use of the room to any group or individual whose purpose for meeting is not in harmony with the social, cultural, and intellectual purposes of the library. (The upstairs tutor room is available at no cost on a first come, first serve basis for 2 hours daily per patron unless otherwise specified by a library staff member. Max occupancy: 3 people)

Reservations

Requests for the use of the community room should ideally be made at least four (4) weeks before the date of the function on the form provided. Booking of the community room is on a first-come-first-served basis, with library use taking precedence. *No other space is available for non-library-use meetings.* The Library Director may approve use of the room by non-profit and for-profit groups unless there is reason to refer the request for approval by the Board of Directors.

A signed Meeting Room Reservation Form should be received by the library at least 7 days before the event. The application form must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages. Each application will be reviewed and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until confirmation is sent.

Insurance

The organization must furnish adequate insurance for bodily injury and property damage. The insurance certificate must indicate that Mifflin Community Library is named as additional insured on the policy and include a hold harmless agreement from presenter. Any exceptions must be cleared with the Library Director and/or the Library Board of Directors. The certificate of insurance should display limits of at least \$500,000 each occurrence, \$1,000,000 aggregate, and should add the Mifflin Community Library board members, employees, and volunteers as additional insureds. This certificate should accompany the signed Meeting Room Reservation Form.

Fee

There is no charge for non-profit organizations, which may be required to prove their 501(c) 3 status. A donation to the library to defray maintenance, utilities and staff costs is strongly encouraged. There will be a \$50.00 fee for any commercial use up to two hours, with an added \$25 fee per additional hour. The fee is non-refundable and will accompany the signed application.

Meeting Times

All functions must take place during library hours.

User Responsibilities

Groups are responsible for leaving the meeting room in order. If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room, as shown by the diagram posted on the meeting room wall. Lights and equipment are to be turned off. Groups are responsible for any damage to the property that occurred during their use.

Audio-Visual Equipment

The library will not provide AV equipment. Groups may bring their own equipment as needed.

Code of conduct

In addition to complying with the MCL *Code of Conduct Policy*, users of the community room are required to comply with the following rules:

- Groups may not exceed the capacity of the meeting room (50).
- Refreshments are allowed only with special permission.
- No alcoholic beverages are permitted.
- No smoking is permitted in the building or on the library campus or parking lot.
- No parties or craft projects are allowed.
- Adult supervision is required when children are using the room.
- Normal operation of the library is not to be disrupted by users of the community room.
- No posters, tape, charts, notes, etc. shall be placed on the walls or doors of the community room.
- No promotional material or other information may be left in the community room or library by community room users.
- In the event that the library closes due to an emergency or inclement weather, use of the meeting room is automatically cancelled and the rental fees will be reimbursed. The renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation

The Mifflin Community Library Board of Directors reserves the right to make additional rules and regulations that may be in the interest of the Board or the public.

Policy reviewed on Jan 23, 2020 by the Mifflin Community Library Board of Directors.



Meeting Room Reservation Form

Please familiarize yourself with our Meeting Room Policy to make sure your meeting qualifies to be held at the library.

Organization Information:

Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Person: _____ Title: _____

Phone: Day _____ Evening _____

E-mail _____

_____ Nonprofit organization _____ For-profit organization

Program Information:

Description: _____

Date Requested: _____ Time Requested: _____

Estimated Attendance _____

Statement of Responsibility: I have read the Meeting Room Policy for the **Mifflin Community Library** and agree to abide by its rules. I understand that our group shall assume financial responsibility for any equipment, rental, clean up, damages or overtime fees. I understand that the meeting rooms may not be used for sales, solicitation or other commercial purposes. I understand that we will be responsible for our group and its guests while using the library's facilities. I agree to report any injury or accident occurring on the premises. I agree to abide by these and all other terms and conditions as set forth in the **Mifflin Community Library Meeting Room Policy** and hereby acknowledge receipt of a copy of the Meeting Room Policy.

Insurance and Hold Harmless: A certificate of insurance is delivered with this Meeting Room Reservation Form with limits of at least \$500,000.00 each occurrence, \$1,000,000.00 aggregate, which lists the **Mifflin Community Library** its board members, employees, and volunteers as additional insureds. The requesting organization hereby agrees to indemnify, defend and hold harmless the **Mifflin Community Library**, its board members, employees and volunteers from any and all liability, claims and damages (including personal injury) as a result of use of the library.

Date: _____ Signature: _____

Print Name : _____

You will be called for tentative scheduling. Your date will be officially confirmed when the library director receives this form, room rental fee and Certificate of Insurance (if applicable). Make check payable to **Mifflin Community Library**. Rental fee and Certificate of Insurance (if applicable) must be received 7 days prior to meeting. If not received within 7 days prior to the program, the meeting room reservation will be cancelled.

STAFF USE ONLY

Date/Time _____ Scheduled _____ Confirmed _____

Fee Collected _____ Cash _____ Check # & Name on check _____ na

Certificate of Insurance _____ yes (attached) _____ no _____ na

Date/Initials _____