

6.0 Meeting Room Usage Policy and Guidelines

- 6.1)** Library sponsored or library affiliated activities will have first priority for meeting room use. Library sponsored events or activities may be exempt from fees.
- 6.2)** It is the intent of the Board of Trustees to make the library meeting room available for educational, civic and cultural gatherings by community organizations and/or groups on a space available basis. The meeting room shall not be used for commercial use (conducting on site sales) and is not available for private social functions (i.e. including but not limited to: wedding receptions, baby showers, birthday parties)
- 6.3)** Use of the meeting room by an individual, group, club or organization is limited to six uses in a twelve-month period, or to meetings lasting no longer than 3 consecutive days. The usage fee will be discounted to \$65.00 for three consecutive days of use. Education-based activities such as tutoring or proctoring will not be charged and are not limited to 6 uses withing 12 months, but use must be arranged with the Library Director for times not used by the library or paying groups.

If an individual, group or organization has compelling reason for an extension of the 6-use limit, it will be considered on an individual basis by the submission of a [Request for Extended Use Form](#), which will be reviewed by the Library Board of Trustees.

- 6.4)** Any meeting, program or other event held at the library must not disrupt the use of the library by others. Only designated surfaces in the meeting room may be used to attach fliers, signs or posters.
- 6.5)** All meetings and events must conclude, and participants must vacate the premises when the library closes unless a special exception has been made by the Library Director or Library Board. Arrangements must be made for securing the building.
- 6.6)** The group or organization holding the meeting or event assumes full responsibility for any damage to the library facilities or equipment it uses. Those planning to use the meeting room must sign an agreement accepting responsibility for damages or losses to library facilities, furnishings, or equipment. The person who signs the agreement will be responsible to the library for the conduct of the group.
- 6.7)** The meeting room may be reserved up to three months in advance but must be reserved at least five days in advance. Final booking will be made upon receipt of cleaning deposit and usage fee.

- 6.8)** The library will charge a refundable cleaning and damage deposit of \$30.00 that is to be paid upon reservation of the room. If there are no problems and/or damage related to the use of the room, the deposit will be available to be returned on the next business day following the scheduled room use. A non-refundable usage fee of \$25.00 will be charged. Fees must be paid in advance to confirm meeting room reservation.
- 6.9)** The library staff and/or Board reserves the right to refuse or revoke permission for use of the meeting room.
- 6.10)** There will be a \$10.00 per item fee for use of any library owned audio-visual equipment.
- 6.11)** Each group is responsible for the set-up and clean-up of the meeting room. The room shall be left in its original configuration and condition. Users serving refreshments must give due care and consideration to the carpet and other furnishings and/or equipment. Failure to clean up the meeting room after an event will result in: a) the forfeiture of a cleaning and damage deposit, and b) the termination of that group, organization or individual's future use of the meeting room in the library. Payment for damage above and beyond the deposit will be assessed by library staff and charged to the individual, group or organization responsible. Failure to pay assessed damages will result in legal action.
- 6.12)** Library personnel will handle library owned equipment such as audio-visual or computer equipment that is made available by prior arrangement.
- 6.13)** Permission to use the meeting room does not constitute an endorsement by the library of a group or organization's policies, opinions, or beliefs.
- 6.14)** Alcoholic beverages, smoking and firearms are not permitted on library property (including outside the building). Smoking is allowed in designated areas only (parking lot).
- 6.15)** The sponsoring organization or individuals are responsible for any and all liability for any loss, injury, or damage to persons or property that may be sustained in the meeting room as related to the program or event.
- 6.16)** Cancellations of meeting room reservation should be made no later than three days in advance of the scheduled event or meeting.

Meeting room usage policy is subject to change at the direction of the Library's Board of Trustees.

I, the undersigned have read and understand the Plummer Public Library Meeting Room Policy and do hereby agree to the terms as stated in the policy:

Name/Signature _____ **Date** _____

PLUMMER PUBLIC LIBRARY MEETING ROOM RESERVATION FORM 6.A

Please read the Plummer Public Library’s Meeting Room Policy and Guidelines for approved policies regarding meeting room use before making any reservations.

RESERVATION INFORMATION-PRINT CLEARLY OR TYPE

NAME OF GROUP/ORGANIZATION:	
DATE(S) OF THE RESERVATION:	BEGIN TIME: END TIME:
GROUPS REPRESENTATIVE:	PHONE#
ADDRESS:	LIBRARY CARD#
NUMBER OF PEOPLE ATTENDING:	PURPOSE OF EVENT:
ANY SPECIAL NEEDS?	

DEPOSIT and FEES NEED TO BE RECEIVED BEFORE ROOM CAN BE RESERVED

Usage Fee \$25

Cleaning/Damage Deposit \$30

- I WILL PICK UP DEPOSIT (IF APPLICABLE) WITHIN 30 DAYS AFTER THE MEETING. (IF NOT PICKED UP WITHING THE TIME LIMIT, THE LIBRARY WILL CONSIDER IT A DONATION!)
- PLEASE MAIL DEPOSIT (IF APPLICABLE) TO ADDRESS ABOVE

I have read the Plummer Public Library Meeting Room Policy and Guidelines and agree that the group/organization I represent agrees to comply with said policy. I understand failure to comply with the rules may result in the loss of deposit and or expulsion and denial of future meeting room use. I understand if I do not pick up the cash or check within 30 days of the meeting that the Plummer Public Library will consider it a donation.

Signed: _____ Date: _____ Librarian’s Initials _____
Name and Position within the Group/Organization

MAIL OR PRESENT THIS FORM WITH THE NECESSARY DEPOSIT AND FEES TO:

Plummer Public Library, P.O. Box 309 Plummer, ID 83851, ATTN: Meeting Room Reservation.
Make checks payable to: Plummer Public Library.

You can contact the library at: Phone# 208-686-1812, FAX# 208-686-1084 or E-Mail at plummerlibrary@gmail.com

DEPOSIT RETURNED TO: _____ MAILED: _____ DATE: _____

DEPOSIT RECEIVED BY: Signature _____ Date _____ Librarian Initials _____

PLUMMER CITY LIBRARY MEETING ROOM REQUEST FOR EXTENDED USE
Form 6.B

Name of Requestor:
Phone:
Email:
Name of Group Using Room:
Activity:
Number of People in Group:
Proposed Number of Total Days of Use:
Explanation of Need for Extended Use Time: