



## **Library Meeting Room Policy**

The Milton-Freewater Public Library has two meeting rooms. The Albee Community Room, a large multi-purpose room with room for up to 120 with a kitchenette and a projector screen. The Monahan room holds a conference table and chairs with seating up to 10.

### **Policy Statement of Purpose**

Meeting room space is reserved primarily for the Library, City Council, and City Department use. Nonprofit, civic and community organizations, and government entities may use the meeting rooms without charge for non-commercial uses such as meetings, lectures, or similar activities.

Business and commercial organizations may use the meeting rooms for non-commercial use such as meetings, trainings, or similar activities for a fee. Meeting Rooms are not intended for private social gatherings, fundraising events, or sales events.

### **Room use provisions**

#### **Food in the Meeting Rooms**

A food security deposit will be required of any organizer who plans on either serving refreshments or food or allowing participants to bring their own food. This deposit is due at the time of application. Food security deposits will be refunded to the organizer, via mail after the meeting room is inspected and it is determined that cleaning will not be needed as a result of the user's activities. Partial refunds will not be made; if cleaning is required, the entire deposit will be forfeited.

If a food security deposit is not made, meeting organizers are expected to notify meeting participants of the prohibition on food and beverages and to enforce that restriction. If evidence of food is found after a meeting and a deposit has not been paid, organizers will be billed for clean up, and a deposit will be required of all future meetings regardless of the intent to serve food.

Unless a food deposit is paid at the time of application, food of any kind is not allowed in the Meeting Rooms. This includes any beverages except water. The Library, and City reserve the right to serve refreshments at Library and City Sponsored Events.

#### **Library Keys**

The key to the Meeting Rooms will be available no more than 24 hours prior to any event. The key must be returned either to Library Staff, or in the inside drop box after the event.

If the keys are not returned or lost, the Meeting Room organizer will be billed for the cost of re-keying the library doors.

Event organizers and individuals checking out keys must be at least 18 years old. They are responsible for seeing that all policies and procedures are followed and that keys are returned.



### **Meeting Room Cleanup and Damage**

Meeting Room organizers will be charged for any damage caused during the meeting to the furnishings, artwork, equipment, building, landscaping, or other Library or City property.

Users must set up and break down the room themselves; library staff are not available for this purpose. The room must be returned to the state in which it was found, including placement of furniture and equipment before users leave. If the room is left in any condition other than that in which it was found, the organizer will be billed for library staff time at actual cost.

### **Scheduling and Room use**

Events may be scheduled up to two months in advance. This does not include Library, or City sponsored meetings.

Demand for Meeting Rooms is such that no long-term scheduling commitments will be granted to any group or organization without approval from the Library Director or City Manager. This does not include Library, or City sponsored meetings.

If it becomes necessary, the Library, or City reserves the right to cancel any use of the meeting rooms.

Regular library service must take precedence over all other activities, and use must not interfere with the operation of the library.

### **Fair Use**

The Milton-Freewater Public Library, and City of Milton-Freewater do not bar access to the Meeting Rooms to anyone on the basis of race, religion, gender identity, age, national origin, or social and/or political views. The library and City's endorsement of a group's views is not implied by their permitting a group to use the meeting rooms.

### **Restrictions:**

Meeting room users must abide by this policy, the Patron code of Conduct, and other applicable Library and City Policies.

Alcohol is not allowed to be served at any event.

Activities which would violate Federal or State Law or Local Ordinances are not allowed.

Meeting room use does not constitute an endorsement by the Library or the City of an event organizer's beliefs. Publicity should not give the impression of Library or City sponsorship or support. Event organizers may not use the Library or City contact information for events unless the Library and/or City is a co-sponsor.

Library staff shall not supervise unattended children who are unable to use Library services independently of adult assistance.



### **Meeting Room Use Checklist**

- Keys turned in to staff or inside drop box
- All doors are securely locked and closed
- All trash is in appropriate receptacles
- If trash does not fit in trash can, trash is taken to the dumpster outside
- Tables and counters are clean
- Floor is Clean
- Chairs and tables are in the place you found them
- Lights are off



Fees:

Albee Room

\$50 per hour for first hour

\$25 per hour after first hour

Monahan Room

\$10 per hour for first hour

\$ 5 per hour after first hour

Food security deposit \$50

Lost or unreturned keys – actual cost of re-keying library.



### Meeting Room Rental Application

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION NAME (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_

MY ORGANIZATION IS A: GOVERNMENT / COMMUNITY GROUP / NON PROFIT \_\_\_\_\_

COMMERCIAL / BUSINESS \_\_\_\_\_

ESTIMATED NUMBER IN ATTENDANCE: \_\_\_\_\_

TYPE OF FUNCITON: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

**Meeting Rooms must be returned in the way they were found. All furniture must be placed in its original location, and any food and trash must be cleaned. All work by City Employees to return the room to its original condition will be billed at actual cost.**

**Food and beverages are not allowed to be served unless a food deposit is paid at the time of application. If evidence of food is found after a meeting and a deposit has not been paid, organizers will be billed for clean up, and a deposit will be required of all future meetings regardless of the intent to serve food. Deposits may be held up to Fifteen (15) business Days after Scheduled Event.**

INITIAL IF PAID	MEETING ROOM FEES	TOTAL (OFFICE USE ONLY)
	Albee Room \$50 per hour, \$25 per hour after	
	Monahan Room \$10 per hour, \$5 per additional hour after	
	<b>FOOD SECURITY DEPOSIT</b>	
	\$50 if food is to be served	
	FEE / DEPOSIT TOTAL	

Meeting Organizer Signature \_\_\_\_\_