

Clear Lake Public Library Meeting Room Use Policy

(Approved 2/6/02)

Please read before filling out the application form that follows.

The Board of Trustees of the Clear Lake Public Library recognizes that the library is a community gathering place.

The library's meeting room seats 100 people or can be divided into two rooms accommodating 50 persons each.

1. **TYPES OF MEETINGS.** The Clear Lake Public Library provides meeting rooms for use by the public for meetings or programs appropriate to the physical facilities and compatible with the library's mission statement of providing educational and cultural resources for the community. The meeting room is not available for social functions of an essentially private nature.
2. **DISCLAIMER.** The fact that an individual or group presents a meeting or program at the library does not mean that the library endorses that policy or belief.
3. **REFRESHMENTS.** Refreshments may be served in the meeting room. A small kitchen is available with microwave, sink and refrigerator. Thirty and ten cup coffee makers are also available. If the kitchen is used, it must be cleaned and all garbage placed in the containers provided.
4. **HOURS.** The meeting room is available during the library's regular hours of operation. If the meeting room is used earlier or later than regular library hour, a \$20 per hour fee will be charged in addition to regular fees. **After hours use will be contingent upon the availability of building security personnel.**
5. **FINANCIAL TRANSACTIONS.** A charge to cover class participation may be levied. Normal collection of dues or memberships during groups meetings will be permitted. Direct selling is not allowed.
6. **USE FREQUENCY.** The library reserves the right to limit use by one individual, group, agency or organization in order to encourage the broadest possible use of the room.

7. CHILDREN'S AND YOUTH GROUPS. Children's or youth groups using the meeting room are required to provide constant on-site supervision by an adult (person age 18 or older).

8. ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES. No alcohol or controlled substances may be possessed or consumed on the premises. The library is a smoke free building. Smoking is not permitted in any area of the building.

9. STORAGE. The library cannot offer storage for groups using the meeting room.

10. SIGNAGE. Materials may not be fastened to the walls.

11. RESPONSIBILITIES OF MEETING ROOM USERS.

1) Chairs and tables are stored in a room adjacent to the meeting room. It is the responsibility of the using group to set up chairs and tables as needed, and to return these items neatly to storage when the meeting is completed. Any damage to tables or chairs must be reported.

2) Garbage must be placed in the waste receptacles provided.

3) If food is served, floor must be vacuumed. Vacuum is available.

4) Any damage to library materials or property will be assessed to the using group. The person signing the reservation form is responsible for any costs or problems resulting from the specified use.

5) A \$25 deposit is required of all groups using the meeting room. The deposit will be refunded when the meeting room and kitchen are left in a clean and orderly condition.

12. LIABILITY. The library is not responsible for accidents or injuries resulting from use of the meeting room. The library provides no insurance for meeting room users.

13. RESERVATIONS. Reservations must be made in advance. Library programming is given priority in scheduling the meeting room. Reservations will be confirmed only after the application is completely filled out and any applicable fees prepaid. Reservation requests must be made in writing and provide all the information asked for on the form following:

Clear Lake Public Library Meeting Room
Application for Use

Deposit received ____ (checkmark)
Date _____ Initials ____
Room inspected (Initials) _____
Deposit returned ____ (checkmark)
Date _____ Initials ____

APPLICATION DATE _____

NAME OF GROUP _____

GROUP REPRESENTATIVE _____

ADDRESS _____

PHONE NUMBERS: DAY _____ NIGHT _____

PURPOSE OF MEETING ROOM USE:

APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____

CIRCLE ONE: Both or One Meeting Room(s)

REQUESTED DATE(S) OF USE: _____

TIME: from _____ to _____

I have read the above policy and agree to the terms listed. I am responsible for any costs that may be incurred in the use of this room.

Signature _____ Date _____

Name (please print or type) _____

I will need the library's TV/VCR Coffee Maker Projection Screen for the meeting.
(circle items needed)

FEES: Youth and Community Groups: \$25 deposit
Businesses, For Profit Groups, Staff Development, College Credit Classes:
\$25 deposit plus \$25/hour (maximum of \$100/day)