

# MEETING ROOM POLICY

When not in use for library-sponsored activities, the Nevada Public Library welcomes public use of the Library's meeting room. Use of the meeting room does not constitute library endorsement of the viewpoints expressed by participants in the program. **Exceptions to any part of the Meeting Room Policy must be approved by the library director or designee.**

## Hours Available

Daily from 6:00am – 11:00pm

## Types of Meetings

- Use is restricted to a single meeting or a brief series of meetings. Reservations are available for groups and individuals twice per month; additional use may be accommodated at the discretion of the director.
- All meetings and events held at the library must be free of charge. Normal collection of dues or memberships during meetings will be permitted. No advance fees/sales are allowed for meetings in the room. Direct selling or soliciting is not allowed, except during library-sponsored author talks at the discretion of the library director.
- Individuals reserving the room may cancel the reservation at any time.
- Individuals reserving the room must be over 18 years of age.
- The library reserves the right to cancel or relocate a meeting if circumstances warrant.

## Reservations

- Reservation requests are accepted on a first come basis.
- Requests can be made in person, by email, by phone, or online.
- Requests can be made up to 6 months in advance.
- All paid reservations and all after-hours reservations require the completion of the meeting room rental agreement form within 3 business days of booking the room.
- The person responsible for the reservation shall complete the form and show a state-issued ID or patron card, and be in attendance at the event

## After Hours

Meetings held before or after regular library hours include the following additional stipulations:

- Person responsible for the reservation may pick up key no earlier than 2 days prior to the scheduled event. The key may not be handed off to anyone else.
- A key deposit of \$10 must be made at the time the key is picked up. Cash or check only.
- **The must be returned with 24hrs of final use of the meeting room.**
- **Failure to return the key will result in a \$5 per day fine up to a maximum of 14 days. After 14 calendar, if the key is still not returned, the user of the room will be billed the \$70 late key fine along with the cost of rekeying the library building. The cost of rekeying will be determined by the actual invoice from the locksmith.**

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- The \$10 key deposit may be picked up after the key is returned (i.e. placed in one of the library drop boxes or returned to staff during library open hours).
- The key deposit will be considered a donation to the library if not picked up within 2 weeks after the event.

#### Fees

- There is no meeting room fee for City of Nevada and/or Story County government groups, nonprofit groups as deemed by the IRS or for community groups/service organizations that are using the room to support other charitable activities.
- All others will be pay a \$10 fee per hour payable at the time the reservation is made.
- Users making reservations by phone or email or online will be granted up to 3 days to pay their fees before the reservation may be cancelled.
- All hourly fees will be for the full hour.
- Groups will not have access to the room before or after their scheduled times. Users must include time for set up and clean up in their reservation.
- Groups may be charged for labor and materials to cover the cost of damages or if extraordinary clean-up is necessary after use.
- Fees will be forfeited if the group does not show up for a scheduled event.
- Fees will be refunded for cancellations made prior to the scheduled event.

#### Setup and Use

- The user is responsible for set-up and cleanup, including cleaning the kitchenette if used, wiping down the tables, and bringing trash to the dumpster.
- User is responsible for securing the building if it is outside of regular library hours.
- Library furnishings may not be removed from the meeting room without approval from library staff.
- The room is equipped with 24 rectangular tables 30" by 60" and approximately 100 chairs.
- Restroom access is available.
- No hazardous materials, such as candles, are permitted.
- Alcohol, tobacco, or excessive noise is not permitted on library premises.
- Nothing may be hung or attached to walls, doors, ceiling or windows unless using painter's tape.
- No group shall use the library as its mailing address.

#### Refreshments

- A limited kitchenette consisting of a sink, microwave, refrigerator, coffee maker, and counter with outlets is available for serving refreshments.
- Groups must provide coffee, dishes, tea towels, utensils, cleaning supplies, and/or other kitchen equipment as needed.

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- No liquids that could stain the carpet are allowed, such as those containing red or orange dye.
- Food is not allowed in the main part of the library.
- All food and drink must be removed from the library, including the kitchenette, after the event; this includes groups using the meeting room on a regular basis.

### Equipment

- Availability of equipment must be confirmed when making reservation. Users understand library staff may or may not have time to help with equipment during their scheduled meeting and should schedule a time with a librarian if they will need assistance with equipment.
  - DVD player
  - Lectern
  - Wireless internet access
  - Ceiling mounted projector
  - Ceiling mounted screen
  - An HDMI Connections for laptops

### Suspension of Use

Extreme or continued violation of these policies, or any other library policy, may result in the suspension and/or cancellation of user's Meeting Room privileges at any time. Such decisions will be at the discretion of the library director or designee.

### Disclaimer

In consideration of the library's granting permission to use the facility, the users promise, covenant, and agree to hold the Nevada Public Library and the City of Nevada, its officers and employees harmless, and to indemnify them against any claims of loss of property or personal injuries resulting from or arising out of the activities to be held and conducted by the users on the premises.

## Nevada Public Library Meeting Room Rental Agreement Form

Name \_\_\_\_\_

Name of Group *(if applicable)* \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Reservation Time: \_\_\_\_\_

Reservation Type:

- ☐ For-Profit Organization or Individual (Charged \$10/hour)
- ☐ Non-Profit Organization or Nevada/Story County community service group

Use:

- ☐ Meeting
- ☐ Party
- ☐ Training / Class
- ☐ Other: \_\_\_\_\_

***I have read the meeting room policy and agree to the terms and conditions.***

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

### STAFF USE ONLY:

Driver's License # or Patron Card # \_\_\_\_\_

*(Reservation must be in this person's name)*

Checked ID or Patron Card: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

\_\_\_\_\_ Hours x \$10/hour = \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Charge \_\_\_\_\_

Paid Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Key # \_\_\_\_\_

Deposit Paid: \_\_\_\_\_

Date and Staff Initials

Key Returned: \_\_\_\_\_  
Date and Staff Initial

Deposit Returned: \_\_\_\_\_  
Date and Staff Initials

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