

Laurel Public Library

Mary Wootten Carpenter Community Room

PURPOSE

The Mary Wootten Carpenter Community Room is intended to serve as a public meeting room. Its primary function is to provide space for library programs and activities of the Friends of Laurel Public Library. At the discretion of the Library Director and Board of Commissioners it is available to other civic organizations affiliated with the library, and for rent to the public.

POLICY

The Mary Wootten Carpenter Community Room is available to organizations engaged in educational, cultural, intellectual, or charitable activities, but may not be used for commercial purposes. Room reservations will be accepted from non-profit and for-profit organizations regardless of the beliefs or affiliations of individuals or groups requesting its use. Permission to use the room does not in any way constitute library endorsement of the user's point of view.

- Library functions will take precedence over any requests for meeting room use.
- Programs held in the meeting room may not disrupt library functions.
- If weather or any other unexpected event necessitates library closure, the library will not remain open for meeting room use, but the rental fee will be reimbursed. The library will make every effort to notify the organization's contact person of closure but will not be responsible for alerting other members and attendees.
- Activities in the meeting room must be open to the public. Meetings may be limited to members of an organization, as long as membership itself is open to the public.
- The room is not available on a permanent basis for the primary activities of any group.
- The Board reserves the right to deny, cancel, or suspend permission to any individual or organization that violates library policy, rules, or agreements.
- Anyone who violates local ordinances or state or federal laws will be asked to leave the premises and will be subject to prosecution. Violators removed from the library are not entitled to a refund of the rental fee.

DESCRIPTION

The Mary Wootten Carpenter Community Room's capacity is limited to:

- 65 people - tables and chairs
- 100 people – chairs only
- 139 people – standup reception

This large, multipurpose room is wired and equipped with WiFi for computer-based activities. It is accessibly located on the first floor of the building, with two rest rooms and a kitchenette.

RENTAL

| | non-profit fee | for-profit fee |
|-------------------------------|----------------|----------------|
| • 3 hours or less | \$25 | \$40 |
| • each additional hour over 3 | \$5 | \$5 |
| • full day (9am – 5pm) | \$40 | \$65 |
| • before or after hours* | \$15 | \$15 |

The room is available during the following hours:

Monday through Thursday, 10:00 am – 7:45 pm

Friday, 10:00 am – 4:45 pm

Saturday, 10:00 am – 1:45 pm

*Earlier or extended times may be arranged if approved in advance by the Director.

\$15 will be charged per hour *or any portion of an hour* when the library is closed to the public.

Meeting room use, including clean up, must end fifteen minutes before the library closes.

If an organization cancels its event, it must notify the library as soon as possible.

Reimbursement is at the discretion of the Board of Commissioners.

Payment: Rental fees are to be paid in full 7 days prior to use of the room or the reservation will be cancelled. Credit card payments are not accepted; checks should be made out to Laurel Public Library. If an event is cancelled less than 24 hours before it is scheduled to occur, the fee will not be refunded.

Insurance: For-profit organizations must provide a Certificate of Insurance, to be attached to the application. Certificate of Insurance must be a minimum of \$1,000,000.00 per occurrence with \$1,000,000.00 aggregate. Laurel Public Library must be listed as Additional Insured.

RESERVATIONS

The Mary Wootten Carpenter Community Room is scheduled on a first-come-first-served basis. Telephone inquiries and the library calendar can provide preliminary information about room availability but scheduling is confirmed only after the attached registration form is received and approved by the Director. Completed forms may be mailed or hand delivered to the library, faxed to the attention of the Director, or emailed as attachments. Allow two business days for confirmation. Please contact the library if you have received no response in that time.

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AGREEMENTS

1. Organizations using the meeting room do so at their own risk. The organization using the room is responsible for the action of its members and guests.
2. Individuals in the meeting room are subject to all general library rules and regulations. Failure to abide by them, or these agreements, will result in cancellation or refusal of future privileges.
3. Organizations using the meeting room shall assume complete responsibility for the general safety of their groups and the general library public during their meeting.
4. Smoking, alcoholic beverages, gambling and controlled substances are strictly prohibited on library property.
5. The name, address, phone number and website may not be used as the official address of any organization except the Laurel Public Library and Friends of the Laurel Public Library.
6. The renting organization is responsible for obtaining appropriate insurance coverage.
7. Nothing may be attached to walls or ceiling without permission from the Director. No candles or other flame may be ignited.
8. Library staff shall not be responsible for handling incoming or outgoing telephone calls that pertain to non-Library organizations or events.
9. Groups using the kitchenette must provide their own food, drinks, paper goods and utensils. Food preparation is not permitted except through use of appliances provided: microwave, coffee maker, electric kettle. If an appliance is damaged due to misuse, there will be a replacement charge. Food service is limited to light refreshments; no meals may be served without special permission from the Director. Kitchenette must be clean after use, with trash removed or in tightly sealed containers.
10. All rooms, including restrooms, closets and hallway, shall be left in the condition they were rented. If additional cleaning, trash removal, etc. is necessary after the meeting, the user shall be billed for costs.
11. Equipment, materials or furniture may not be stored in the library prior to or following an even without written permission from the Director. *DISCLAIMERS: The library is not responsible for damage or theft to renter's equipment, used or left in the room, including but not limited to viruses to computer software. The library assumes no responsibility for equipment or materials left on the premises. The library will attempt to contact the organization but after 15 days disposal of such items will be at the discretion of the library.*

12. When a security alarm is triggered, everyone must leave the building immediately unless otherwise instructed by library staff. Police and fire station receive the alert automatically.
13. The library reserves the right to monitor the event to ensure codes are followed and regulations are observed.
14. Emergency doors may not be used for entrance or exit except in a true emergency.
15. Permission to use the room may not be transferred to another individual or organization.
16. Organizations using the meeting room agree to hold the Board harmless from and against any losses, claims, actions, damages, liabilities, and expenses, including but not limited to those connected with loss of life, bodily injury or damage to property of whatever kind, including attorney's fees and costs, proximately caused by an organization's negligence.
17. The library reserves the right to disallow or revoke permission to use the meeting room on a case-by-case basis. Organizations which do not fulfill obligations as set forth in this policy may be denied future use of library facilities. A list of these organizations will be maintained by the library. If the organization wishes to appeal a refusal, it may submit a letter of appeal to the Library Board of Commissioners.

Approved by the Laurel Public Library Board of Commissioners, April 2015

PLEASE PRINT
CLEARLY

Mary Wootten Carpenter Community Room RESERVATION FORM

APPLICATION
DATE:

APPLICANT NAME: _____

ORGANIZATION: _____

- NON-PROFIT** IRS ID/PIN: _____ (required)
 FOR PROFIT Certificate Of Liability Insurance (must be attached)

PURPOSE OF TYRE OF MEETING: _____

DATE OF MEETING: _____

Start time: _____ am/pm End time: _____ am/pm Anticipated attendance #: _____

PERSON RESPONSILBE FOR MEETING ROOM: _____

ADDRESS: _____

PHONE _____ EMAIL: _____

LIBRARY EQUIPMENT

NUMBER OF TABLES: _____ NUMBER OF CHAIRS: _____

PROJECTOR/SCREEN: yes no PODIUM: yes no KITCHENETTE: yes no

Please describe other equipment and who will provide it:

Please describe how the room will be used:

FEE SCHEDULE: FEES MUST BE PAID AT LEAST 7 DAYS PRIOR TO EVENT DATE

| | | | |
|--------------------|---------------------------------|---------|-----------|
| NON-PROFIT: | 3 HOUR RESERVATION | \$25.00 | DUE _____ |
| | EACH ADDITIONAL HOUR | 5.00 | DUE _____ |
| | ALL DAY (9:00AM-5:00PM) | 50.00 | DUE _____ |
| | EACH HOUR AFTER LIBRARY CLOSING | 15.00 | DUE _____ |
| FOR-PROFIT: | 3 HOUR RESERVATION | \$40.00 | DUE _____ |
| | EACH ADDITIONAL HOUR | 5.00 | DUE _____ |
| | ALL DAY (9:00AM-5:00PM) | 65.00 | DUE _____ |
| | EACH HOUR AFTER LIBRARY CLOSING | 15.00 | DUE _____ |

TOTAL DUE _____

I have read the terms and conditions governing the use of the Mary Wootten Carpenter Community Room and hereby agree, on behalf of my organization and myself, to adhere to and be bound by them.

APPLICANT SIGNATURE: _____

APPLICANT NAME PRINTED: _____

STAFF USE ONLY

___ Scheduled ___ Confirmed ___ Certificate of Insurance attached ___ Fee Waived

___ Fee Collected ___ Cash ___ Check verified Date Pd _____ Staff Initials _____