

## Meeting Room Policy Guidelines & Regulations:

*The Library has a large meeting room and a smaller multi-purpose room available to non-profit organizations and/or local non-political, civic groups free of charge.*

*The meeting room and multi-purpose room may be used by commercial organizations and agencies at a designated fee as indicated below under Fees.*

*Library sponsored or related activities will have priority over other requests.*

*The rooms **are not** available for private parties or social gatherings. The rooms are to be used by responsible community groups or agencies devoted to educational, cultural or civic activities.*

*Both meeting room facilities meet the qualifications of the American with disabilities Act (A.D.A.).*

### **General Rules & Conditions:**

- Whereas, the Derby Public Library is agreeable to giving access to said premises for the event provided that the Derby Public Library is held harmless and indemnified on account of any damages sustained to the premises or its personal property or personal injuries sustained by the Lessor and their guests upon such access.
- Requests for use of the meeting rooms should be made to the Library Director at least seven (7) days in advance of the scheduled activity.
- The authorized representative must sign a contract prior to the use of the meeting room or multi-purpose room indicating that they have read and understand the meeting room policy guidelines and regulations.
- Use of the restrooms, kitchen facilities and meeting room equipment and furnishings is permitted. Proper care and handling of these items is required.
- Smoking and alcoholic beverages are prohibited.
- The authorized representative will assume liability for damage to or loss of Library property while on the premises.
- Misuse of the facilities will mean permanent revocation of the group's room privileges.
- Maximum capacity, per order of the fire marshal is required.
- Meetings or activities may start as early as 9:30 AM, Monday through Saturday. All activities must be over by 7:45 PM on Mondays, Tuesdays & Wednesdays; 5:45 on Thursdays; 4:45 PM on Fridays; 1:45 PM on Saturdays.
- For safety and security reasons, individuals associated with the group or organization are not allowed to wander around the Library while the group's activities are underway.
- Be it noted that the Library cannot guarantee on-going usage of any specific room or equipment by an organizations on a regular basis.

### **Fees:**

A fee of one hundred (\$100.00) dollars will be paid to the library for use by commercial groups for a period of over four (4) hours.

A fee of fifty (\$50.00) dollars will be paid to the library by a commercial group for four (4) hours or less.

Fees must be paid prior to the use of the room.

### **Cancellations:**

If the scheduled meeting is cancelled for any reason, the official representative will receive a refund or may reschedule to another time.

**Initials:** \_\_\_\_\_

*Revised by the Library Board of Directors on April 20, 2011.*