

Ely Public Library Meeting Room Policy

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I. Fees

1. The Ely Public Library Meeting Room is available at no charge to any educational, cultural, or other civic groups. All meetings of this type must be open to the public and no charge may be made for admission.
2. Local businesses will be allowed to use the room for meetings or training for a nominal donation.
3. For groups other than those specified above, for parties or showers, or for the solicitation of products and services will be charged a fee of \$30.
Use of the library facility does not imply endorsement of the products or services offered. A disclaimer to that effect must be stated on all publicity for the event.
4. Bad checks will be charged a \$25 fee per check.

II. Reservations & Access

1. Library activities and programs will always take priority in the use of the meeting room.
2. Reservations should be made at the circulation desk during regular library hours. A cleaning deposit of \$25 is required when reservations are made. The deposit will be returned if the room is properly cared for. Room fees are due the day of the scheduled event.
3. If the activity is to be held when the library is not open, a key should be obtained in advance from the circulation desk. At the conclusion of the event, the key must be placed in the book drop in the library vestibule. If the key is not returned, there will be a charge for replacement of the door locks.

III. Regulations

1. In accordance with state law, no smoking is allowed in any part of the library or on library grounds. The serving of alcoholic beverages is prohibited.
2. Groups are responsible for the orderly use of the facility. Use of the meeting room shall not interfere with normal library functions. Adult supervision is required at all times for youth activities
3. Groups are responsible for setting up the meeting room with the chair and table arrangement desired and leaving the room as they found it.
4. Simple refreshments may be served, provided the room and kitchen area are properly cleaned after use. A small microwave oven and a refrigerator/freezer are the only appliances provided. Users must bring their own utensils, coffeemaker, and supplies. Cleaning equipment is available.
5. The Library Board of Trustees, the employees of the library, and the city of Ely are not responsible for accidents, injury, or loss of property while using the meeting room.
6. The Library Board of Trustees, the employees of the library, and the city of Ely neither approves nor disapproves of content, topics, subject matter, points of view, or of individuals or groups using the meeting room.

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IV. Equipment Available

1. A smart TV, DVD video player, and multimedia projector are currently available for use in the meeting room. These need to be reserved if needed when the room reservation is made. Users will assume full responsibility for their proper use, and agree to pay for damaged equipment.

Reviewed and approved 10/5/2005

Reviewed and amended 3/3/2009

Revised by the Board 8/1/2012

Revised by the Board 11/4/2015

Reviewed and approved 10/5/2016

Ely Public Library Meeting Room

Name _____

Address _____

Phone _____

Date to rent _____

Purpose _____

Rental Fee:

\$30.00 plus \$25.00 cleaning deposit

For Library Use Only:

Please date and initial below:

Copy of policy given _____

Cleaning deposit _____

Payment received _____