

# C. C. MELLOR MEMORIAL LIBRARY

## Conference and Programming Room Use Policy – Updated August 2021

### Purpose

The library welcomes the use of the library spaces for educational, cultural, informational and leisure events and activities. The rooms are available on equal terms to all community organizations regardless of the beliefs, philosophies or affiliations.

Library programs and activities have precedence over public requests for use of the rooms. Community organizations and groups will be scheduled as times and spaces permit on a first come basis. The library reserves the right to change or cancel a booking at the sole discretion of the library director.

### Library Spaces

#### BOARD ROOM

- Capacity: 10-15 adults
- Contains 1 conference table and 10 chairs, access to kitchenette with refrigerator, sink, microwave and single-stall restroom
- Semi-Private. This is a closed-door facility but does have enclosed staff offices. It is possible staff will need to access these offices during meeting time

#### STUDY ROOM

- Capacity: 8-10 adults
- Contains 2 tables with 4 chairs each, 2 spare chairs, 2 armchairs
- Public

#### FICTION ROOM

- Capacity: 20-40
- Contains 4 armchairs
- Public

#### CHILDREN'S PROGRAMMING ROOM

- Capacity: 15 children
- Contains 2 tables with 6 child-sized chairs each
- Private

## Community Groups

### LIBRARY SPONSORED

Library sponsored community groups offer programs for the community that are free and open to the public. The library will assist with marketing of these programs. They must not meet more than (2) times monthly in order to accommodate a variety of community groups with limited room resources.

Library sponsored groups will meet with the following guidelines:

- Each group will assign one member to be the representative to the library. This person will receive all communication from the library (in event of scheduling or use issues)
- Each group will sign a meeting use policy that will be in place prior to the first use of the room
- No library sponsored community groups will be permitted to use the library when the library is closed
- Library sponsored community groups are not guaranteed a particular room in the library
- CCM will assist in promoting the group meetings
- Library sponsored community groups will adhere to all of the housekeeping and communication expectations
- There will be no charge for the use of the space by library sponsored community groups
- Cancellations must be made at least 24 hours in advance

### NOT-FOR-PROFIT GROUPS

Not-for-profit groups may use the library spaces for closed meetings. They must not meet more than (2) times monthly in order to accommodate a variety of community groups with limited room resources.

Not-for-profit groups will meet the following guidelines:

- Each group will assign one member to be the representative to the library. This person will receive all communication from the library (in event of scheduling or use issues)
- Each group will sign a meeting use policy that will be in place prior to the first use of the room
- No not-for-profit will be permitted to use the library when the library is closed
- Groups will adhere to all of the housekeeping and communication expectations
- There will be no charge for the use of the space by not-for-profit groups, but donations to the library are freely accepted and encouraged
- Not-for-profit groups are not guaranteed a particular room in the library
- CCM will not promote the not-for-profit meetings, and requests that CCM is listed only as a venue in the groups marketing materials
- Cancellations must be made at least (1) day in advance

## FOR PROFIT GROUPS / PRIVATE USE

For profit groups includes any group that is charging an admission for their program, offering a free program with the express purpose of selling items or services, or a private event. They must not meet more than (2) times monthly in order to accommodate a variety of community groups with limited room resources.

For-profit groups and private use of community rooms will meet the following guidelines:

- Each group will assign one member to be the representative to the library. This person will receive all communication from the library (in event of scheduling or use issues)
- Each group will sign a meeting use policy that will be in place prior to the first use of the room
- No group will be permitted to use the library when the library is closed
- Groups will adhere to all of the housekeeping and communication expectations
- There will be a \$25.00 per hour charge to be paid in advance of room use
- Cancellations must be made 7 days in advance or forfeit the charge
- CCM will not promote the for-profit or private use groups

## Housekeeping Expectations

It is the responsibility of each group using a community space in the library to meet the following housekeeping expectations:

- Spaces will be available at the scheduled time, CCM cannot guarantee early access for set-up. Please schedule accordingly
- Spaces must be left in clean and orderly condition
- Tables and chairs must be restored to their original location
- All trash and recycling must be put in proper receptacles
- No items may be left after each meeting
- Light refreshments may be served
- Any damages to the room or equipment will be the sole responsibility of the group utilizing the room
- All occupants must leave the space 10 minutes prior to the building closing
- CCM reserves the right to charge a \$30.00 fee if the room is not left in clean and orderly condition

## Communications Expectations

It is the responsibility of each group using a community space to communicate effectively with CCM.

- Each group will have one contact person for communication with CCM
- All reservations need to be made at least (1) business day in advance. CCM cannot accommodate walk in meeting room use
- CCM will notify room users ASAP if an emergency arises and we are unable to provide space (electrical outage, building closure etc)

## General Scheduling

- Spaces can be scheduled beginning in November for the following year

- No scheduling will happen prior to one year in advance
- Each community group needs a signed meeting room use policy on file each calendar year

## Disclaimer

The fact that a group meets in the Library does not in any way constitute an endorsement by the Board of Trustees or staff of the group's policies or beliefs. The library board and library staff are not responsible for the accuracy, use, or consequences of statements made during the meeting.

Contact Person:

Email:

Telephone:

Date:

Signature: