

## **RENTAL POLICIES AND GUIDELINES FOR MEETINGS**

*The Stillwater Public Library is foremost a public library. The library encourages public use of the library's facilities within the policies established by the Board of Trustees.*

*Meeting rooms are available for groups to come together to learn and exchange information and ideas. The library makes meeting rooms available to the public regardless of the beliefs or affiliation of the individuals or groups requesting their use. The fees that are charged are used to cover the costs of providing the facilities and to support the operations of the library.*

The Stillwater Public Library facilities available for community use and meeting rental include:

- Margaret Rivers Room A and/or B
- Conference Room
- Serving Kitchen

Meeting rooms are intended for groups of three or more and are not intended for individual use, study or one-on-one discussions. If interested in space for quiet study or consultation, please see library staff regarding use of study rooms.

The Storytime Room, the Computer Lab and the Teen Room are not available for reservation by the public. The Johnson Terrace is available for rental as an event space. Please ask library staff for information and policies on event rentals.

## **GENERAL RULES**

1. All rooms/rental areas will be reserved on a first come, first served basis for rental dates. The library will take reservations for meetings up to four (4) months in advance.
2. Fees and costs may be changed from time to time. Rental clients will be charged those fees and costs that are in effect at the time a rental agreement is signed. A current fee schedule is available on the library's website.
3. When booking a meeting at the library, the client agrees to follow the rental policies and guidelines for meetings.
4. To reserve a meeting time and space, the client should contact the meeting coordinator at the library. Once a date, time and space have been determined, the library will send a meeting room confirmation and invoice to the client. The receipt of a \$5 booking fee from the client will secure the rental date.

5. The client is responsible for paying the \$5 non-refundable booking fee within five (5) working days after receiving the meeting invoice. If the booking fee is not paid within this time frame, the date will be released for rental to others.
6. In all cases, the rental fee and other charges are due in full before the scheduled meeting. The Stillwater Public Library reserves the right to cancel meetings without notice, and to request written proof of non-profit status for the waiver of certain fee payments.
7. If the client intends to cancel the reservation, the client is responsible for letting the library know as soon as possible so it can release the space. The \$5 booking fee is non-refundable and due to the library. Other room costs may be refundable with 48 hours' notice.
8. Meeting room users are responsible for paying any specific damages caused by their group.
9. By order of the Board of Trustees, the library is a smoke-free facility. Smoking is not allowed anywhere in the building, on the terrace, in the parking garage, or on the grounds.
10. Renters must abide by the occupancy limits set by the library. See page 4.
11. When the library is closed, meetings may be held only if the library is able to staff the facility.
12. No cooking or food preparation is allowed in the building or on the grounds. No small appliances (i.e. NO COFFEE MAKERS, POPCORN POPPERS, TOASTERS) may be used. The serving kitchen is for food service only. A warming oven, ice maker and refrigerator are available for your use if you rent the serving kitchen. Please note: there is no freezer.
13. If you wish to serve refreshments at a meeting, refreshments must be packaged and non-perishable or purchased through a licensed caterer on the library's caterer list under a separate agreement. No homemade food or drinks may be brought into the library for a meeting.
14. State and local fire codes apply:
  - a. No flammable substance or material may be used unless it meets fire safety standards
  - b. No open flames or candelabra are allowed.
  - c. No lights, candles, or candelabra are allowed to be placed in or on evergreen trees, wreaths, sprays, etc.
  - d. Miniature, cool lights may be used.

e. Fireworks, including sparklers, may not be used at the library.

15. The library is not responsible for personal or rental property before, during or after the meeting.

### **SET-UP**

1. The standard room arrangements are:
  - a. Conference Room: Board room style table with chairs.
  - b. Margaret Rivers A: Adjoining rectangular tables with chairs.
  - c. Margaret Rivers B or Margaret Rivers A & B: Theatre style seating with chairs facing projection screen (East), a head table and a side table.

If a different arrangement of chairs and tables is desired for Margaret Rivers A, B or A & B, the library staff will set up and take down tables and chairs for a charge of \$25/hour with a minimum of one hour of set up time.

2. Nothing may be affixed to the library walls (i.e. NO TAPE, TACKS, NAILS, 3M HANGERS).
3. Only library tables and chairs may be used in the meeting rooms. No chairs, tables or furniture items may be brought into the meeting rooms from home or rental companies. Furniture from the gallery area and terrace may not be brought into the meeting rooms.
4. Meeting room or gallery area furniture may not be used outside the building. This includes the terrace.
5. A ceiling-mounted projection system and microphones are available for use with the rental of Margaret Rivers B or Margaret Rivers A&B. Presenters bring their own laptops to plug into the projection system and run the presentation. Library support and assistance with technology and/or audio set-up is limited.

### **CLEAN-UP**

1. Renters must have all personal belongings out of the building by the prearranged time.
2. A fee will be charged for any clean up beyond normal usage.

### **CRAFT PROJECT POLICY**

These meeting spaces are not appropriate for children and students doing craft projects involving crayons, markers, paint, glue, clay, etc. Rental clients who use the rooms for meetings featuring craft or building projects are required to provide adequate protection of library tables, furniture, and carpeting to prevent damage by cutting, scratching, or denting. Glitter, confetti,

paints, and solvents are strictly prohibited. Any costs for replacement or repair of library property arising from such damage will be paid by the group sponsoring the meeting. Groups will be charged an additional fee if extra clean-up is required.

### **SUPERVISION OF CHILDREN AND TEENS**

Children must be supervised at all times. There must be at least one adult for every ten (10) students in grades 1-12 and at least one adult for every five (5) students in kindergarten or pre-school. Students and group leaders may not bring food, beverages, or candy into the library. Rules #12 and #13 apply to people of all ages.

### **SALE OF GOODS, TUITION FOR CLASSES, ETC.**

Any group, organization, or individual that sells, offers to sell, or charges tuition at its meeting will make plain to attendees that the library is not sponsoring the meeting.

### **ALCOHOL USE POLICY**

No alcohol may be served at meetings. If alcohol is to be served, event rental policies and rates would apply. Please ask the library staff for information and policies on event rentals.

### **CAPACITIES**

Capacities for the facilities are as follows:

<b>Room</b>	<b>Capacity with Tables</b>	<b>Capacity with Chairs Only (Auditorium Style)</b>
Margaret Rivers Room A	20	30
Margaret Rivers Room B	40	60
Margaret Rivers Room A & B	70	120
Conference Room	12	12

### **HOURS OF USE**

Meeting reservations will be taken from 7 a.m. until 10 p.m. dependent upon the availability of library staff to monitor the building.

### **PARKING GARAGE**

The library's 43-car parking garage is available for exclusive use for your meeting only when the library is closed. When the library is open, parking is on a first-come, first served basis.

## **ADVERTISING GUIDELINES**

All advertisements, announcements or posters must list individual or organizational names responsible for the event. The renter must make clear that the event is held at the Stillwater Public Library but is not sponsored by the library by including the following statement on posters or other advertisements: *This event is not sponsored by the Stillwater Public Library.*

## **BUILDING SECURITY**

A library staff member will be available throughout the meeting.

## **THE SERVING KITCHEN**

If the meeting will include food service, users may lease the serving kitchen in addition to the Margaret Rivers Room. The Public Health Department allows the use of licensed caterers only. The library maintains a list of licensed caterers who have been approved to use our facility. Please ask for the library's catering guidelines.

## **THE JOHNSON TERRACE**

When the library is open, the terrace is available for use by library patrons and others unless an event has booked exclusive use.

If booking the Johnson Terrace, event policies and rates would apply. Please ask the library staff for information and policies on event rentals.

## **Policy Adoption/Revision Dates:**

REVISED 09/08/2015