

## Meeting Room Policy

When not in use for library-sponsored activities, the Arlington Public Library welcomes public use of our meeting room. Use of the meeting room does not constitute library endorsement of the viewpoints expressed by participants in the program. The Arlington Public Library name and/or likeness are not to be used as an event sponsor (implied or otherwise) unless permitted in writing by the Library Director.

### Priority for use of the meeting room

- Primary use of the meeting room will be for Library activities and programs.
- Civic, community, cultural or educational purposes. (Fees may apply) Proof of nonprofit status will be required.
- For profit activities and private parties. (Fees apply)
- Library programs receive priority in scheduling and may bump other reservations when necessary.
- The Library reserves the right to cancel any reservation if circumstances warrant.

### Scheduling and Use of the Meeting Room

- Reservations are accepted on a first come, first serve basis.
- Reservations must be made in person at which time a form must be filled out prior to use.
- An individual may call the Library at 563 633 3475 during Library hours to check on availability.
- The meeting room is not reserved until forms are filled out and fee with deposit are collected.
- Reservations may be made up to 3 months in advance.

### Fees

- There is a \$25.00 fee for rent and a refundable \$25.00 cleaning deposit. Fees are to be paid when filling out form to solidify reservation.
- The Library will bill for loss and damage of Library property.

### Setup and Use

- The User is responsible for set-up and clean up.
- The room is equipped with 9 tables and 50 chairs. The space has a capacity for 50 to 60 people.
- The kitchen has a refrigerator, stove, microwave, sink plus 12 cup coffee pot, some dishes and silverware, which may be used.
- A projection screen (must request when reserving) and internet access are also available in the meeting room.
- Restrooms are available.
- Smoking and open flames on candles or other decorative pieces are not allowed.
- The consumption of alcoholic beverages and use of controlled substances are prohibited, and will not be tolerated.
- Children's groups must have at least one adult (18+) supervisor.
- Children may not be left unattended in the Library during meetings.
- The Library's address or phone number may not be used as the contact info for the renter using the meeting room.

### **Clean up**

- A checklist for cleaning and closing the meeting room will be provided at the time the reservation is completed. The checklist is also posted on the wall by the kitchen.
- Groups failing to leave the Meeting Room in a neat, orderly and clean condition will forfeit the cleaning deposit.
- The user is responsible for securing the Meeting Room and building. Check both outside doors in basement and the door at the top of stairs to be sure they are locked.
- Check windows are closed and locked.
- Turn heat down to 60 degrees or AC off and lights out.
- If use of meeting room is scheduled when main Library is closed, the renter is responsible for picking up keys during normal library hours.
- After using the meeting room and securing the building, drop the keys, with the signed cleaning form, in the book deposit to the left of the front, main entrance.
- The Library takes no responsibility for any items left in the Meeting Room. Items found by the staff placed in the Lost and Found box in the main library.

### ***Disclaimer:***

***With the Library granting permission to use the meeting room, the users promise and agree to hold the Arlington Public Library and the City of Arlington, its officers and employees harmless, and to indemnify them against claims of loss of property or personal injuries resulting from ,or arising out of, the activities to be held and carried out by the users on the premises.***