

Chariton Public Library
Meeting Room Policy

(Approved 1/5/2017)

The Library is a destination where patrons can find unique programs, services and resources to enrich their lives, as well as opportunities to connect with others. The Library Meeting Room is a multipurpose space in which people of all ages, cultures, backgrounds and interest groups can create meaningful experiences, appreciate special interests, and exchange information.

The Meeting Room will be used for non-profit activities which allow local residents access to artistic, historical or educational content which might otherwise be unavailable to them. Library activities take priority in the scheduling of the room.

No admission may be charged for programs given in the Library's meeting room. No products, memberships or services may be advertised, solicited, or sold by any individual or group, with the following exceptions:

- The City of Chariton, The Chariton Public Library, The Friends of the Chariton Public Library, The Chariton Public Library Foundation, Lucas County Government, The Lucas County Genealogical Society
- Other agencies, organizations, and educational institutions whose content aligns with the Library's mission and goals, and with previous permission of the Library Director.
- Authors, Performers and Artists may sell their own works during programs in the library under the following conditions:
 - The Library Director approves all requests for sales in the Library.
 - All items sold in the Library must fit with the Library's selection policy.
 - The Library pays no fees for those authors, performers or artists to present a program in the Library.
 - All advertising for sales is the responsibility of the group or individual unless the Library has sponsored the program.
 - Library staff will not sell items or handle money for individuals or groups unless the Library is sponsoring the sale.

The meeting room may be used when the Library is not open for a fee of \$20.⁰⁰ per hour, to be paid on the date of use. That hour will extend to include the 15 minutes before and 15 minutes after use, to allow for setup and cleanup. Because this option requires staffing the building, reservations for after-hours use of the room must be made at least **two weeks in advance**. During such an event, participants will have access to the meeting room, lobby and restrooms only. The Library will assess a cleanup fee if necessary.

There is no rental fee for use of the meeting room during regular Library hours, but the Library reserves the right to assess a cleanup fee. Reservations for use are appreciated and the only way to assure access to the room when needed.

Food and drink **are** permitted in the room. At the close of the meeting, the furniture must be returned to its original position and the room must be clean.

The Library is not responsible for belongings left in the room. The Library does not assume any liability for groups or individuals attending a meeting in the Library.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement by the Library of the group's policies or activities.

For further information about meeting room use, please refer to the Chariton Public Library MakerSpace Policy.

CHARITON PUBLIC LIBRARY
MEETING ROOM CONTRACT

Date & Initials _____

Name of Organization: _____

Date of Use: _____ Number of Attendees: _____

Time: (including setup & cleanup) From: _____ To: _____ (total hours _____)

Description of Planned Event: _____

Equipment Needed: _____

Will food be served? Yes No

I, _____, the undersigned representative agree to use the room according to the
(name of individual assuming responsibility– please print)

terms and conditions of the Library's Educational Meeting Room Policy, and take personal responsibility for the use of all Library furniture and equipment utilized during the event. I will report any damage to the equipment incurred during said use, and I hereby take responsibility for the payment of any damages assessed. I agree to return the room to its former arrangement and state. I agree to comply with copyright laws and the public performance right laws governing the viewing of copyrighted audio-visual materials.

Driver's License #: _____ Library Card #: _____

Home address: _____

Phone Number: _____ Alt. Phone #: _____

Signature: _____ Date: _____

Payment (\$20⁰⁰/hour during closed hours) _____ Cash Check

Received by _____

Chariton Public Library Receipt: Meeting Room Rental

Received From: _____
_____ \$ _____

Cash

Check

By: _____ Date: _____