

# DICKINSON AREA PUBLIC LIBRARY

## MEETING ROOM POLICY

The Dickinson Area Public Library maintains a meeting room for the library-sponsored programs that support the Library's mission. The meeting room may be made available without charge to community groups subject to regulations established by the Library Board.

### I. General Conditions of Use

#### A. Who May Use the Meeting Room

The Library's meeting room is open and available for persons or organizations engaged in educational, cultural, civic, intellectual, or charitable activities; but is not intended for purely social activities, such as receptions, showers, birthday parties, dances, or mixers.

Library sponsored programs and those of the Library's affiliated organizations (e.g. the Library Board, Friends of the Library) will be given first priority in scheduling.

Use of the meeting room does not imply Library endorsement of the viewpoints expressed by the participants in the programs.

The Library does charge for the use of the meeting room. The rental fees are as follows: up to 4 hours (1/2 day) is \$35.00  
4 to 8 hours (full day) is \$60.00

#### B. Use Not Allowed

The meeting room is NOT available to commercial enterprises or other organizations that promote or cause the sale of property or services for monetary gain.

Groups using the community room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected.

Uses of the meeting room which will substantially interfere with the operation of the Library, such as those that produce excessive noise, a significant safety hazard, or a significant security risk will NOT be permitted.

Open flames (candles, incense), alcohol or tobacco products are not allowed in our facility.

No signs shall be posted in the community room using anything that will injure, mar or in any manner deface the premises. Any items posted in the community room area must be removed as the end of the meeting.

C. Hours Available

Community groups may use the Library's meeting room only during the Library's regularly scheduled open hours.

II. Reservations

Before an organization schedules its first use of the Library's meeting room, and annually thereafter, an adult representative of that organization will complete an application form, which will be kept on file at the Library. (See application form attached)

Each community organization may schedule no more than 52 uses per calendar year.

The community room may be reserved up to four months in advance.

Organizations will be asked to notify the Library of cancelled meetings at least 24 hours before the scheduled meeting.

The person signing the meeting room reservation form will be held responsible for any damages to Library equipment, furniture, the building, or the grounds.

III. Rules and Regulations

A. Fund Raising

Meetings for the exclusive purpose of fund raising are prohibited. However, non-profit organizations may sell miscellaneous items such as the organization's calendars, mugs, etc., provided that the sale of these items is incidental to the purpose of the meeting.

B. Equipment

Audiovisual or other equipment owned by the Library is available for use by Community groups using the meeting room.

Library furniture and equipment may NOT be borrowed for use outside the Library.

C. Food Service

Kitchen facilities are available to community groups using the meeting room.

Food and non-alcoholic beverages are permitted in our community room provided you bring the items in yourself and clean up afterward. However, if you plan to bring in an outside vendor or caterer on the property, that vendor will need to provide an insurance certificate.

#### D. Set Up and Clean Up

Any set-up and tear-down time you need must be booked into your reservation. Meetings must be held during regular library hours. Meetings must end 15 minutes before closing.

Organizations using the meeting room must leave the room in the same condition that they found it.

#### E. Miscellaneous Rules

1. All attendees of meetings must adhere to the Library's Rules of Conduct.
2. The number of attendees must not exceed 120.
3. Smoking is NOT allowed in the Library or on the Library property.
4. Hazardous materials (e.g., paints, solvents and explosives) are prohibited.
5. Organizations may NOT use the Library as their address.
6. Organizations may NOT store their property at the Library.
7. Publicity for a meeting or program must NOT imply endorsement or sponsorship by the Library. Organizations will supply the Library with a copy of publicity (or proposed wording of publicity) at the time of application.
8. Organizations using the meeting room must comply with the Americans with Disabilities Act and are responsible for providing aids requested.

#### IV. Damaged and Liability

Any individual, group or organization using the meeting room shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or equipment caused by the group, organization, its members, or those attending its program.

Any individual, group, or organization holding a meeting in the Library must fully release and discharge the Dickinson Area Public Library Board and its employees or representatives from any and all claims from injuries, including death, damaged or loss, which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

Adopted September 29, 2011

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Dickinson Area Public Library Board  
Max Long, President  
Maria King, Vice President

Carol Kuether, Member  
Mike Kelley, Member  
Joe Frenzel, Member  
Renee R Paasch, Library Director (Ex Officio Member)

Revised by Library Board  
November 18, 2014

Dickinson Area Public Library  
Application for Use of Meeting Room

Name of  
Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Contact  
Person \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

I have read and received a copy of the Dickinson Area Public Library Meeting Room Policy and I agree to abide by the rules and regulations it requires. I accept responsibility for my organization's use of the Library's meeting room.

Agreed by \_\_\_\_\_

Representing \_\_\_\_\_

Dated \_\_\_\_\_