

## 7. ROOM RENTAL

### **Purpose**

The meeting rooms of the Huntsville Public Library may be used by the general public. The primary purpose of the meeting rooms is for programs presented by the library or library-related organizations. When not required for the use of the library or library-related organizations, groups are encouraged and welcome to use the room subject to the policies outlined below.

### **7.01 Policy Applicable to All Meeting Rooms**

#### *A. Rules and Regulations*

1. The meeting rooms may be used for community activities appropriate for a public library building. The City Librarian and/or the Library Services Coordinator will make this determination. The rooms may be reserved for book sales or other fundraising events, the proceeds of which will go to the direct benefit of the library.
2. No money may be collected on the library premises with the exception of dues for the Library Friends group and other auxiliary groups, the proceeds of which go to the direct benefit of the library.
3. The library reserves the right to charge for the use of the meeting rooms. Please see the fee schedule in section 7.05.
4. Use of the library's meetings rooms does not constitute endorsement by the City or the Library of any points of view expressed by the group. No advertisements or announcements implying such endorsement will be permitted. The library's phone number may not be used by any non-library related group.
5. Library staff will not handle reservations or incoming phone calls for any non-library related group. Individuals and organizations renting the rooms may use the provided phones in the rooms to make outgoing local calls only.
6. The library sells pens for 50 cents each and copy paper for 5 cents per page at the circulation desk. No other supplies are available. The renting group or individual must provide all supplies required.
7. Attendance at meetings is limited to the seating capacity specified by the fire marshal. These numbers are outlined in the following sections. For statistical purposes, the number of people attending must be reported to library staff.
8. The meeting room must be set up by the group making the reservation and returned to its original condition by the end of the reservation period. Chairs and tables available in the meeting rooms must be set up and put away by each group using the rooms. No additional furniture other than that available in the meeting rooms will be provided unless prior arrangements have been made. All trash must be carried out and dumped into the trash can outside of the library near the drive-thru on 14<sup>th</sup> Street. The trash cans must be returned to their original location and fresh liners put in them.

9. The length of time needed for each meeting should include time for setting up the meeting room and putting it back in order (including cleaning) at the end of the meeting. If the meeting extends beyond the scheduled time, library staff will request that the meeting be adjourned. Portions of the deposit may be withheld if the meeting goes past the time allotted. See the fee schedule in section 7.05.
10. Four foot wide aisles must be maintained on each side and down the middle of each seating arrangement to provide clear access to exits in case of emergency.
11. Equipment, supplies, or personal belongings cannot be stored or left in the library before or after use.
12. The library is not responsible for lost or damaged items.
13. Items may not be affixed to the meeting room walls in any way.
14. Smoking is not allowed in the library or on library grounds. Alcoholic beverages may not be dispensed or consumed in any part of the library or library property. The individual making the reservation, as well as the membership of the group as a whole, agrees to comply with all applicable federal, state, county, and city ordinances, rules, and regulations now in force or which may hereafter be enacted or promulgated.
15. The individual making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damage incurred as a result of the use of the facilities.
16. Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture or fail to comply with the rules and regulations. Individuals causing disturbances during meetings, including those who are causing excessive noise not conducive to a library setting, will be asked to leave without a refund of the rental fee.
17. The Community Room may be used outside of operating hours with additional restrictions (see Section 7.02). All other meeting rooms must be used during times the library is open to the public.
18. Children under the age of 13 must be accompanied at all times by an adult.
19. All minors' functions and activities must be chaperoned by at least one responsible individual 21 years of age or older (for every five minors).
20. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the City of Huntsville harmless from and against any and all losses, expenses, demands, and claims made against the city arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the City of Huntsville is caused by the city's negligence or not.
21. Use of the meeting room by any group signifies acceptance of the terms of this policy.

#### *B. Reservations*

1. Library-related functions are given first priority. Other requests will be considered on a first-come, first-served basis, but all previous approvals may be cancelled at any time. If the room is needed on an emergency basis for

official city business or library programming, the reservation will be cancelled and may be rescheduled at the group's request.

2. Requests for the use of the meeting rooms may be made by completing Meeting Room Reservation Agreement form. Submission of an application does not mean that the room is automatically reserved. Contact the Library Services Coordinator to confirm the reservation after submitting the application. The reservation is not considered active until the room fees and deposit have been received and cleared by the library, which may take up to ten business days.
3. The application must be submitted to the library at least two weeks, but no more than two months, in advance of the date requested. If a group or individual wishes to reserve a meeting room fewer than two weeks ahead of time, the deposit must be paid in cash.
4. Reservations for the meeting rooms may not exceed two meetings per month. Exceptions to this rule may be authorized by the City Librarian or Library Services Coordinator.
5. Reservations are not automatically renewable.
6. Groups holding reservations are requested to notify the library of any cancellation three (3) days before the date in order to free the room for other groups.
7. Failure to comply with any of these rules may result in refusal by the library to allow future meetings by the offending group or individual.

## **7.02 Community Room**

### *A. Specifications*

1. Dimensions: 1,872 ft<sup>2</sup>
2. Hours: 7:00 AM – 10:00 PM, 7 days per week
3. Furnishings: 250 chairs, 10 tables
4. Available Equipment: projector (can be connected to a personal laptop), sound system, microphone, Blu-Ray player, 55" television, catering kitchen with refrigerator, sink, and microwave
5. Capacity: 250

### *B. Policy*

1. To use the community room's AV equipment, a brief half-hour class on the proper use of the equipment must be taken prior to the reservation period. These classes can be scheduled through the Library Services Technician – Technology Coordinator. The class need only be taken once per individual or group, regardless of how many times the individual or group reserves the room.
2. Use of the kitchen is included in the rental of the room. It is a catering kitchen meant for heating or re-heating of food, not full meal preparation. The kitchen includes a refrigerator, microwave, a double sink, and a countertop. The kitchen must be cleaned and returned to its original condition if used. Trash must be emptied.

3. Reservations may be made for the Community Room on official City holidays when the library is closed and before or after the library's normal business hours provided a Library staff member is available to provide security for the building. If a Library staff member is unavailable to provide security on the date requested, the reservation will not be made.
4. Reservations may never be made for the Community Room on any weekend adjacent to an official City holiday.

### **7.03 Board Room**

#### *A. Specifications*

1. Dimensions: 312 ft<sup>2</sup>
2. Hours: Normal operating hours of the library
3. Furnishings: 1 table, 16 chairs
4. Available Equipment: wall-mounted television screen (can be connected to a personal laptop), DVD player, and telephone.
5. Capacity: 16

#### *B. Policy*

The Board Room is suitable for light refreshments or boxed lunches. More extensive catering must be reserved for the Community Room. Please see section 7.01 for all additional applicable policies.

### **7.04 Study Rooms**

#### *A. Specifications*

1. Dimensions: 2 rooms, 80 ft<sup>2</sup> each
2. Hours: Normal operating hours of the library
3. Furnishings: 1 table, 4 chairs
4. Available equipment: None
5. Capacity: 4

#### *B. Policy*

1. Reservations are suggested for the study rooms, but are not required. If no reservation has been made for the rooms, they may be used on a first-come, first-served basis.
2. Each study room may be used for up to two hours per day by a single group or individual. If another group or individual is waiting to use the room and the previous group or individual's time has run past two hours, they will be asked to cede the room to the next person.

## 7.05 Fee Schedule

### A. *Community Room*

1. For-profit groups outside Walker County: \$150 for the first hour, \$50 each subsequent hour
2. For-profit groups within Walker County: \$100 for the first hour, \$50 each subsequent hour
3. Other groups or individuals outside Walker County: \$25/hour
4. Other groups or individuals within Walker County: Deposit only
5. After-hours surcharge (applicable to all groups): additional \$30/hour
6. Per City Ordinance, AV equipment rental fee is \$20/day.
7. Deposit: \$150

### B. *Board Room*

1. For-profit groups outside Walker County: \$150 for the first hour; \$50 each subsequent hour
2. For-profit groups within Walker County: \$100 for the first hour; \$50 each subsequent hour
3. Other groups or individuals outside Walker County: \$25/hour
4. Other groups or individuals within Walker County: Deposit only.
5. Per City Ordinance, AV equipment rental fee is \$20/day.
6. Deposit: \$150

### C. *Study Rooms*

1. All groups and individuals: no charge
2. Deposit: no deposit required

### D. *Deposit Withholdings*

In order to receive a full refund of the room rental deposit, the organization or individual renting the room must clean it and return it to its original condition. This includes, but is not limited to, wiping down all table and furniture surfaces, throwing away all trash, taking trash bags to the outdoor trash can, cleaning any spills that occur, wiping down kitchen sinks and counters, and returning all furniture to its original position. This is not an exhaustive list.

All or portions of the group or individual's deposit may be withheld in the event of damages or other events. If the damage exceeds the amount of the initial deposit, the group or individual will be billed. The room will be inspected before the renter's deposit is returned, which may take several business days.

1. Damage to any aspect of the room, furniture, or equipment: actual cost to repair
2. Occupying room past reservation time: \$15/quarter hour
3. No call no show: \$50
4. Room not cleaned and/or returned to original state: \$50
5. Failure to return key card: \$50