

Montgomery City-County Public Library System Meeting Room Policy

The meeting rooms of the Montgomery City/County Public Library System are available for us by City and County agencies and local, nonprofit community groups and organizations for meetings that support the Library's mission (see Mission Statement published on the Library's website) when these rooms are not needed for administrative use or Library programs and activities. The above-mentioned user groups are exempt from normal usage fees. For a fee, State and Federal agencies and for-profit organizations may also use the facilities for programs compatible with the Library's mission under the terms of this policy.

The schedule below establishes the priority of user groups and applicable fees:

MEETING ROOM FEES (NON-REFUNDABLE):

User Group	Usage Fee	Food Surcharge*
Library programs	none	none
Library co-sponsored programs	none	none
City and County agencies	none	\$25.00***
Nonprofit groups**		
Morgan Library	none	n/a***
All Other Branches	none	\$25.00
State and federal agencies		
Morgan	\$70.00	n/a***
Lowder or Lewis	\$55.00	\$25.00
All Other Branches	\$55.00	\$25.00
Commercial organizations/businesses/for-profit groups		
Morgan	\$70.00	n/a***
Lowder or Lewis	\$70.00	\$25.00
All Other Branches	\$55.00	\$25.00

*A food surcharge is added only if refreshments are to be provided by the user group as listed above.

**Non-profit groups may be asked to produce proof of 501(c)3 non-profit status.

***Food and drink (Other than bottled water) is not permitted in the Morgan Library Meeting Room.

Usage fees are based on all or any part of a four-hour unit (for example: a one-hour reservation at Lowder will require a usage fee of \$70.00, a three and one-half hour reservation, \$70.00, and a four and one-half hour reservation, \$140.00). All applicable fees must be paid in full prior to the meeting. An additional fee will be charged to users for repair of damage to facilities or for special cleaning as determined by the Library Manager/designee.

All groups are required to adhere to the provisions of this policy. Failure to do so will result in denial of future use privileges.

POLICY PROVISIONS:

1. All meetings must be open to the public and no admission fee may be charged for any event, no collections taken, no funds solicited, nor any sales made. Exceptions include Library- sponsored or co-sponsored events to benefit the Library, to cover costs to the Library, to cover fees for conference or educational programs sponsored or co-sponsored by the Library, and to allow pre-approved Library-

- sponsored authors/artists to sell books, sound recordings, DVDs/videos, etc, related to the appearance of the author/artist at the Library.
2. Meeting rooms may be rearranged to meet the needs of the using group; however the original arrangement of the room must be restored at the conclusion of the meeting. Arrangement and rearrangement are the responsibility of the using group and must be done within the reserved time of the group.
 3. User groups are responsible for all incidental clean-up, e.g. trash pick-up, sweeping, and vacuuming. Incidental clean-up must be done within the reserved time.
 4. Reservations will be made for specific hours to include any set-up prior to the meeting and required incidental clean-up after the meeting. Groups must vacate the meeting room at the conclusion of the specified time. All meetings must conclude at least 30 minutes before the closing time of the Library. Group representatives will not be permitted to enter Library buildings before the regular opening time of the Library. Deliveries will not be accepted before the opening time of the Library.
 5. The Library does not provide any equipment to the users of the meeting rooms. Any desired equipment must be provided by the user group. Equipment, supplies or personal effects may not be stored or left in the Library meeting rooms before or after the use of the meeting rooms, and the Library is not responsible for items so stored or left.
 6. Smoking and alcoholic beverages are not allowed on any Library premises.
 7. Kitchenette facilities, where available, may only be used for light refreshments. Utensils and appliances are not provided by the Library. If refreshments are served, a food surcharge will be assessed per the above Meeting Room Fee Chart. Food and drink (except for bottled water) is not permitted in the Morgan Library Meeting Room at any time. Attendees are to be instructed by the group leader that food and beverages are not to be taken into other parts of the Library.
 8. The address of the Montgomery City-County Public Library system, or any of its branches, may not be used as the address for groups and organizations using the Library's meeting rooms. The Library's telephone number may not be used as a contact source for information on a meeting; rather the groups themselves must provide that information to attendees or prospective attendees.
 9. The use of a meeting room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities or program unless the activity or program is explicitly being co-sponsored by the Library by agreement with the Library. The Library does not advocate or endorse the viewpoints of non-Library groups or meetings.
 10. No signs, posters, displays or decorations may be put up without prior permission of the Branch Librarian.
 11. Students and other youth groups requesting the use of the meeting rooms must have an adult advisor to make the actual reservation and the adult advisor must be present at the meeting of the group.
 12. All groups using the Library meeting room facilities must adhere to all Library rules and regulations. These rules and regulations are published on the Library's website and should be reviewed by all groups using the Library's meeting room facilities.

The Library has priority for all of its facilities, including the meeting rooms, and reserves the right to preempt any scheduled non-library event. This policy reserves to the Library Director the authority to review and modify permission to use Library facilities. The Library Board of Trustees delegates to the Library Director, or designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Approved by Board as revised 3/17/16

Liability Waiver and Agreement

By signing below, the **Applicant** acknowledges that they have read and agree to abide by all **Montgomery City-County Public Library (MCCPL) Meeting Room Policy** provisions.

Event Details:

Event Title: _____

Event Date: _____

Release of Liability:

The **Applicant** agrees to indemnify, defend, and hold harmless the Montgomery City-County Public Library System, its Board of Trustees, the City of Montgomery, and Montgomery County from any and all claims, demands, or causes of action for personal injury, property damage, or other loss arising out of the use of the meeting room facilities.

Damage, Cleaning, and Policy Violations: The **Applicant** accepts responsibility for restoring the room to its original arrangement at the conclusion of the meeting. The **Applicant** acknowledges that an additional fee will be charged for any damage to facilities or for special cleaning required after use, as determined by the Library Manager. Furthermore, the **Applicant** understands that meeting room fees are non-refundable, and any violation of the provisions of this policy will result in the waiver of any right to a refund and the denial of future use privileges.

Equipment and Property: MCCPL does not provide equipment, and the **Applicant** assumes all risk for any personal property or equipment brought into, stored, or left in the meeting rooms. The Library is not responsible for any items lost or stolen.

Payment of Fees: The **Applicant** confirms that all applicable usage fees and food surcharges must be paid in full prior to the meeting.

Applicant Signature: _____ **Date:** _____

(Must be an adult advisor for youth groups)

MCCPL Staff Member Signature: _____ **Date:** _____