

## **Irondale Public Library Regulations for Use of Meeting Room**

Use of the meeting room and adjacent kitchen is subject to the rules and regulations established by the Irondale Public Library Board of Trustees. The Board has developed these policies to serve the best interests of all the community. The Board reserves the right to alter these regulations without prior notice. The primary purpose of the Library meeting room is to serve the needs of Library sponsored programs and services, and such functions shall always have priority. After the Library, priority for use of the room will be given to the Friends of the Library, City of Irondale meetings and functions and Irondale community groups and organizations whose goals are civic, educational and cultural. Use of the room by commercial groups can only be for meetings or training and may not sell or promote their business or products. Each application will be reviewed and the Library Board reserves the right to refuse a reservation to any individual or group who fails to meet these guidelines. The Library Board reserves the right to withdraw a previously approved meeting room reservation at anytime with or without prior notice.

The room may be reserved for up to eight hours in one day between the hours of 7am and 10pm.

- No charge for non-profit organizations for use of the room.  
For businesses and for-profit organizations, a fee of \$35 is charged for 4 hours or less and \$75 for 4 to 8 hrs. Fees are due as you reserve the room or within 3 days of making the reservation. Cancellation notice are to be made to the Library at least 48 hrs. before your meeting time. If you cancel your meeting within this time, a refund of your fee will be given. Refunds will be mailed to you within 30 days of the cancellations made with 48 hrs notice only. Cancellations for all meetings should be made to the Library in person, in writing, by phone (951-1415) or email ([irondalelibrary@gmail.com](mailto:irondalelibrary@gmail.com)). All groups with an on-going reservation who fail to meet with the 48 hr. cancellation notice for two consecutive dates will have their other meeting times cancelled.
- Applications for groups using the room once a month or less must be renewed yearly in January. Applications may be reviewed from time to time during the year. Permission must be given by the Library Director to reserve the room more than once a week or once a week for more than one month.
- Applications for groups reserving the room must be filled out with all information and returned to the Library 3 days after the group requests the use of the room in order for the reservation to permanently be added to the meeting room calendar.
- Programs may not be disruptive to the Library or its mission. The Library reserves the right to ask a group to leave the premises if the behavior of the group is deemed disruptive or inappropriate according to the library policies.
- Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian is in the meeting room.
- The Meeting room may not be used for social gatherings, parties, banquets or over night events. Only light refreshments may be served. No catered meals or meal preparation are permitted. No warming trays, crockpots or other units with heating elements can be used.
- Groups using the room may not charge admission or request donations for attendance or participation.
- Groups/organizations using the room may not discriminate on the basis of race, color, national origin, sex, religion, age or disabled status in the provision of services.
- Groups meeting with anyone under 21 yrs old must have an adult sponsor (21 yrs or older) in attendance at the meeting. Groups with children 12 yrs and under are required one sponsor per 5 children. For 13-20 yrs you must have an adult sponsor for every 10 individuals. To reserve the room you must be at least 21 years old.
- The meeting room is 830 sq. ft. and can hold up to 97 people. There are 52 chairs and twelve plus tables. Most of these are in the storage room across from the restrooms.

- The rooms should be left in a clean and orderly condition.
- Tobacco use is prohibited. Alcoholic beverages are prohibited. No lighted candles or other open flames may be used.
- Signs, decorations or other objects should not be taped or attached to walls or doors in any manner. Use of paints, dyes, markers or other materials that might cause permanent damage to the room or furnishings is prohibited.
- Library audio visual equipment may be reserved for use in the room only and only after someone in the group is trained to use the equipment by a library staff member. Training appointments are offered Monday to Friday by calling the Library. No equipment or furniture may be removed from the meeting room, projection room, kitchen, or Library. Equipment not owned by the Library has to be approved by the Library Director before being brought into the room.
- Library laptop computers may not be taken to the meeting room without the permission of the Library Director.
- The Library does not endorse the views of groups using the room. The Library does not sponsor/support the various groups using the room and publicity announcing meetings should in no way imply Library sponsorship. The Library name, address and phone number is not to be used in advertising except as the location of the event. Do not use the Library as a mailing address or phone no. for information. A copy of advertisements for a meeting must be submitted to the Library Director for approval before publishing.
- Setting up and breaking down the room with tables and chairs must be done by the group. No Library staff is available to assist. The room should be left as it was found with any chairs and tables that were in the storage room returned to the storage room.
- Only service animals as defined by the Americans with Disabilities Act may be brought in the building.
- Parking spaces in the front of the Library are reserved for Library patrons only, not people attending a meeting. Meeting room groups are welcome to park on the side and back of the Library. Do not park behind cars in the back parking lot.
- The Kitchen has a refrigerator, sink, small coffee pot and microwave that may be used. All supplies and other items found in the cabinets or refrigerator belong to the Library and are not available for use. The Library does not provide supplies i.e. table cloths or dishes.
- The Library is not responsible for lost or stolen items in or left in the meeting room.
- Providing meeting room space is only one of the services provided by the Library. Please respect the rights of those using the Library to read, study or do research.
- For meetings starting when the Library is not open, a key to open the room should be picked up 24 hours before your meeting. The key in a plastic box supplied by the Library is to be put in the Book Return at the front of the building as you leave.
- If you do not have a key and your meeting ends after the Library is closed, the two exit doors will automatically lock when they are closed.
- The applicant accepts financial responsibility of any damages beyond normal usage of the room. The public liability insurance coverage of the Library does not cover the negligence of the users nor will it protect the users if a suit is brought against them.

An outside ramp to the entrance of the meeting room is available at all times.

**Approved and adopted by the Irondale Public Library Board on February 27, 2013/ April 27, 2016  
and May 22, 2018**