

## **Meeting Room Use Policies**

### **May 4, 2012**

#### **I. Purpose**

The primary function of Library spaces is for Library activities, including programs presented by Library Staff, Friends of the Library and other organizations affiliated with the Library. The public may utilize meeting room spaces when they are not required for Library programming, with such usage being on a first come, first served basis.

No person may be excluded from this aspect of Library service because of race, color, nationality, age, sex, disabilities or social, religious or political views.

The fact that an organization is permitted to meet at the Library does not constitute an endorsement of the organization's beliefs by the Collier County Public Library, its administration, staff, advisory board or the Collier County Board of County Commissioners.

#### **II. Limitations**

The Library Director, or designee, may waive enforcement or application of any aspect of these regulations or procedures with respect to any Library space, provided such waiver does not interfere with public safety or enjoyment.

Consistent with Collier County's policy of ensuring all citizens equal opportunity to participate in programs, any resident requesting special consideration must provide to the Library Director proof of need for the requested special consideration. No information provided is confidential but will be used by staff only for the purpose of establishing reduced or waived program fees. Rates and charges may be modified on a case-by-case basis if approved in writing by the Library Director or designee.

The Library reserves the right to deny use of the Library and meeting rooms to any group should the use conflict with Library service. Persons attending programs are subject to all Library rules and regulations. The Director or designee has the authority to summarily revoke any permission to use the meeting room or other parts of the Library because of violation of rules or ordinances, county need or other valid reason. A minimum of forty-eight (48) hours notice to applicant shall be given if the County requires use of Library space.

#### **III. User Fees and Refunds**

Fees are charged for both non-profit and commercial organizations using Library spaces and/or meeting rooms. (*See Fee Schedule for specific charges.*)

- Rates are charged in one (1) hour increments
- Non-profit organizations that are not tax-exempt are required to pay sales tax
- Commercial organizations are required to pay sales tax
- Verification of tax-exempt status is required
- Payment in full must be received by the Library at least one (1) week prior to any event
  - Library will provide a County receipt at time of payment. Receipt is required for a refund
- Generally, meeting rooms are available for use only during library hours. *If the meeting is held at the South Regional Library large meeting room, programs started before the Library closes may continue the program after normal library closing times.*
  - Any security or staff cost to do so will be at the expense of the organization renting the facility. (*See Fee Schedule for specific charges.*)
  - After hours use is currently limited to South Regional Library.

Refunds will be given for the following:

- Programs canceled within forty-eight (48) hours of the original reservation, if the Library is notified in this time period.
- Any programs canceled by the Library.

- Any equipment or chairs rented but not used.
- Organizations must request a refund in writing for room cancellations or non-use of reserved equipment. Requests should be sent to the location that was reserved.
- **No refunds will be given to any group asked to leave Library premises for failure to abide by Library rules or regulations.**

The following organizations are exempt from paying fees for the use of Library spaces and/or meeting rooms:

- Collier County Public Library
- Southwest Florida Library Network
- Friends of the Library of Collier County, Inc.
- Friends of the Library of Marco Island, Inc.
- State Library of Florida
- Any official Scouting organization in which Collier County residents constitute its primary membership and that is affiliated with National Scouting Organizations
- Literacy Organizations that use volunteer tutors
- Non-profit organizations based on Marco Island may use Marco Island Branch Library's Rose Hall without charge
- Any local, state or federal government sponsored program
- Monthly meetings of Collier County community civic associations

#### **IV. Guidelines for use of Library Spaces**

##### **A. General Guidelines:**

- All county/city ordinances and CCPL rules must be adhered to when using Library spaces.
- Failure to comply with Guidelines and/or ordinances may result in loss of meeting room rental privileges.
- Group attendance must not exceed capacity limits set by the Fire Marshal.
  - Large groups may need to provide a 'certified crowd control manager', as defined by the Fire Department.
- Meeting rooms are available only during business hours, with the exception noted above.
  - Programs are expected to end 15 minutes prior to closing.
  - Participants must leave the building at closing time.
- The group or individual(s) to whom a contract is issued shall be liable for any loss, damage, negligence or injury sustained by other person(s) in their party.
- The name, address or telephone number of Collier County Public Library may not be used as the official address or headquarters of any organization other than those affiliated with the library.
- No notices, press releases, posters, flyers or other materials promoting or announcing non-Library sponsored events held in Library facilities may be distributed without written approval of the Library Director or designee.
  - Organizations must give Library 48 hours to approve such notices.
  - All notices, flyers or any type of verbal or written announcements using the Library's name and location must include this disclaimer: 'The Collier County Public Library does not sponsor or endorse this program'.
  - Disclaimer print size must be equal in size to the print listing the Library as the location for the program, and must be located directly below the Library Address.
  - Disclaimer must also be in the same font and type color as the Library address.
  - Non-compliance will result in loss of the ability to rent Library meeting rooms.
- The group or individual(s) to whom the contract is issued agrees to indemnify and hold harmless Collier County, the Collier County Public Library, and any employee of Collier County against any and all claims by or on behalf of any person or legal entity arising from Applicant's use of premises, the conduct of Applicant's business or from any activity permitted by the Applicant in or around the premises, and will further indemnify and hold harmless the County, its Departments and Employees, against performance of any

agreements on the Applicant's part, or arising from any act of negligence of the Applicant, or any of the Applicant's agents, contractors, employees or licenses, and from and against all costs, attorney's fees, expenses, and liabilities incurred in or about any claim or proceeding brought thereon, all to the extent of the County's liability under general law.

## **B. Application Guidelines:**

- Reservations should be submitted to the Building Manager of the Library where the space is requested.
- Room reservations are considered confirmed when application and payment is submitted to and **approved** by the Library.
- Payment must be received within one (1) week of the reservation request, or the request will be canceled.
  - The library will confirm reservations via email, provided an email contact address is provided.
- All applications must be submitted during normal business hours (see Library hours), or via the on-line reservation system listed on the Library website. ([www.colliergov.net/library](http://www.colliergov.net/library))
- Applications must be submitted by a person who is at least 18 years of age, and who shall be solely responsible for the group. A minimum ratio of one (1) adult for each 15 children is required.
- Reservations will be accepted on a 'rolling basis', but no more than three (3) full months in advance of the program. For example, in January, bookings may be made for January through April; in February, bookings may be made for February through May; and so on.
- Groups may meet no more than one time per week during the hours of 9 a.m. to 5 p.m.
- Only one meeting per month per group may be scheduled for evening hours (after 5:00 p.m.)
- The Library Director reserves the right to approve or deny any meeting room applications. Appeals may be made to the Library Advisory Board.

## **C. Use of Library Spaces**

- Facilities must be left in a clean and adequate condition as determined by a pre- and post-rental inspection checklist. The library reserves the right to collect damages and/or revoke library space rental privileges for abuse.
- Each group is responsible for setting up chairs, tables and equipment for their own unique needs. **Library staff cannot set up chairs or tables for any group.**
  - Room must be returned to same condition/configuration after use, as noted on the facilities inspection checklist.
  - The group will receive one (1) warning and a second chance. If the room is not returned to pre-program condition a second time, the rental privileges will be revoked for one (1) year.
- No storage space is provided for program materials. Any materials left will be discarded.
- Set-up and clean up must occur during the allotted reservation time.
- An additional fee may be charged if refreshments are served. (*See fee schedule.*)
  - Any trash resulting from food service must be taken away from the Library.
- Groups must vacate Library space at the end of the rental period.
  - Abuse of policies will result in loss of rental privileges.

**The Library makes every effort to ensure that equipment is in good working condition and performs regular equipment checks. However, equipment and facilities are rented 'as is'. Any instruction in use of equipment should be made at time of rental confirmation—by the person who will operate equipment for the program.**