

Harlan Community Library

Meeting Room Use Policy

(Updated 3/13/2017)

Priority is given to programs sponsored by the library. If not reserved for library purposes, the meeting room is available for rent for educational, cultural, civic or professional purposes. Private individuals may also rent the room for activities at the discretion of the Library Director.

Reservations

- Reservations of the meeting room will be made with the Library Director.
- A Meeting Room Rental Agreement Must be signed each time the room is rented prior to using the room.
- Room reservations may not be made more than four months in advance, whether for one meeting or a series of meetings.

Room Use

- An adult (18 years or older) must be present at all times during room rental.
- Restrooms are available in the lower level of the library across from the meeting room.
- During normal library hours, the noise level in the meeting room should not disturb patrons on the main level of the library.
- Attendees are asked to use the West door entrances. The south door will not be open when the library is closed to the public.
- An elevator is available.

Food and Drink

- With prior permission of the Library Director, meals and /or light refreshments may be served in the room. Alcoholic beverages may not be served.
- A small refrigerator is available for use.
- A percolator is available for use at no charge.

Smoking

- Smoking is not permitted in the library.
- Smoking is only permitted outside in designated areas and trash/debris from smoking should be disposed of in designated receptacles.

Parking

- Attendees are asked to park on the West side of the building during hours that the library is open to the public.
- Attendees may park on either side of the building when the library is closed to the public.

Cleanup

- The person who signs the Meeting Room Rental Agreement is responsible for cleanup following use and will be held responsible of all damage to the building or equipment.
- The room must be left clean.
 - Pick up any large items of trash/dirt on the floor and dispose of in the garbage.
 - Wipe down tables and counters with cleaner and paper towels.
 - Cleaner and paper towels are stored in the kitchenette cupboard.
 - Wipe up any spills in the refrigerator.
 - All trash must be bagged up and left by the East door to the meeting room.
 - New trash liners are to be placed in waste baskets.
 - Trash liners are located in the cupboard of the kitchenette.
 - Rinse out the percolator if used.
- Chairs, tables, podium are to be returned to their original locations.
- Turn off all lights after use.
- Library staff will be responsible for vacuuming the meeting room after use.

Rental Fees

- During Normal Library Hours
 - \$20.00 per hour up to \$100 maximum fee.
 - Not for Profit organizations, city and government entities are free
 - A copy of documentation of not for profit status must be received prior to time of rental.
- Outside of Normal Library Hours
 - \$20.00 per hour – no discount given
 - There is a minimum reservation of two hours for meetings.
- Deposit
 - There shall be a deposit of \$50.00 which must be paid by check. The check will be held and returned to the renter if the room is cleaned per the rental agreement and no damages are done.
 - The check will be returned within 14 calendar days of the rental date by U.S. mail.
 - Damage fees or cleaning fees will be taken out of the deposit check. Any remaining deposit fees will be returned to the renter within 30 days.

Cancellation

- A 24-hour cancellation notice is required.
- Failure to provide 24-hour notice when cancelling, will result in forfeiture of \$50.00 deposit.

Damages

- Any damages to library property will be charged to the renter including full replacement cost.
- If the renter fails to complete all cleanup tasks as outlined in this policy, a \$20.00 per hour clean up fee will be charged.
- Any cleaning fees or damage fees not covered by the rental deposit must be paid to the library in full within 30 days of receipt of invoice.