

# MEETING ROOM POLICIES

The Meeting Rooms of the Huntsville-Madison County Public Library are provided to further the Library's mission to meet the informational, cultural and recreational needs of the community.

Individuals or Organizations are invited to reserve our study and meeting rooms.

## GENERAL RULES

1. Groups must agree to these policies either in the Online Room Reservation System by a submission form or in-person with a signature prior to booking the room.
2. A free Organizational Library Card is required for any group who would like to use our meeting rooms.
3. No illegal activities are allowed: Meeting rooms may not be used for purposes prohibited by City, County, State, or Federal law. Please refer to our Library Code of Conduct.
4. The meeting and study rooms will be scheduled on a first-come, first-served basis.
5. The larger capacity rooms require a security deposit in addition to any relevant fees.
6. Parties, receptions and celebrations and other private events are fee-based and may be booked by Individuals 18 or over, or by For-Profit Businesses with the Organizational Library Card.
7. All meetings must be open to the general public if not paying a fee to use the room.
8. Library staff may enter the meeting room at any time during a scheduled meeting.
9. The fact that a group is permitted to meet at the Library does NOT, in any way, constitute an endorsement of the group's policies or beliefs.
10. Alcohol may be served at booked events. Rules do apply.

## ELIGIBLE USERS

In addition to library programming, the rooms are available to Individuals, Profit, Non-Profit, Government or Educational organizations.

The following types of organizations are eligible:

- Individual (No Organization): A civic, educational, or cultural group or individual that does not hold a 501(c)(3) status or other documentation and is not a for-profit sole-proprietorship, partnership, or corporation.
- Profit: A sole-proprietorship, partnership, corporation or limited liability corporation.
- Non-Profit: An IRS recognized non-profit entity that can provide proof of 501(c)(3) status or other written documentation of non-profit status. Organizational bylaws or charters may also be submitted as proof of non-profit status
- Governmental or Educational: A group sponsored by a city, county, state or federal agency. Emails associated with the primary contact must have a .gov , .edu or official email of the educational institution.

Friends of the Library or Library Foundation events are considered Library sponsored events and may be entered by library staff.

An application for an Organizational Library card may be found online at <http://hmcpl.org/reserve>. Only one card will be issued to any organization and each organization will need a unique, verified email address.

Organizations are classified as Profit, Non-Profit, Government or Educational for the purpose of establishing room rental fees. In order to be classified as a Non-Profit the Library will need copies of the 501(c)(3), charter or bylaws.

The Organizational Library Card expires a year from the date issued. A renewal can be obtained by sending an email to [reservations@hmcpl.org](mailto:reservations@hmcpl.org) from the organizational email account with any changes that need to be made.

## ROOM USE

### *ACCEPTABLE USE*

- The Library reserves the right to enforce fire codes, Americans with Disabilities Act compliance, noise limitations or any other rule approved by the Library Board. Fire codes establish maximum capacity for each room. Groups are responsible for ensuring attendance at meetings does not exceed capacity or prohibit accessibility. Exceeding capacity, disregarding ADA or noise complaints can cause the room to be forfeited.
- Food and beverages may be served inside the larger community rooms.

### *UNACCEPTABLE USE*

- Violation of any library policy or of our Code of Conduct.
- Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
- Political campaign events for one candidate or candidates of one political party.
- Paid tutoring sessions.
- Candles and other open flames are prohibited.
- Signs, decorations, or other objects are not to be taped or attached to walls, doors, windows, or columns in any permanent or damaging manner.
- No equipment is to be removed from the meeting rooms and furniture from other areas may not be brought into the meeting room. Groups using the rooms are responsible for reimbursing the library for any damage to library furniture or equipment.
- Excessive noise or disruption to the functions of the Library is not permitted. Music and noise must be kept to a reasonable level.
- Children must be supervised at all times. The library is not responsible for children left unattended while their parent or guardian is in a meeting at the library

## LIBRARY'S RIGHT TO DENY OR CANCEL USE

The Library reserves the right to deny or cancel use of a meeting room to qualified groups for the following reasons:

- Library sponsored programs and events take precedence over meeting room use by outside organizations unless they are paying fees. If cancellation of a scheduled program is necessary, notice will be given as soon as reasonably possible.
- The group has perpetrated previous damage, violated a rule or has misrepresented the purpose of the organization or meeting to be held at the Library.

- The Library Board reserves the right to amend any regulations without prior notice.

## RESERVATIONS

Reservations should be made in the Online Room Reservation System at <http://hmcpl.org/reserve>. Appointments for training on how to use the online reservation system are available by emailing [reservations@hmcpl.org](mailto:reservations@hmcpl.org).

Groups or Individuals must not assume that library personnel have made or will make room bookings for any event.

Some locations may offer room setups as a fee-based option; otherwise users are responsible for setting up the room according to their own needs. Groups must allow time for the setup and cleanup of the room during the Library's regular hours and during their reservation time. Cleanup must be completed at least five minutes before the Library closes. Organizations will be billed \$10 for every five minutes past closing.

Reservations for the community rooms may be made up to six months in advance while reservations for study rooms may be made immediately.

The Library assumes no responsibility for personal injuries, thefts, damages, or losses of private property while using Library meeting rooms. Groups using the meeting rooms shall hold harmless, indemnify and defend the Library from any claims involving use of the meeting rooms, including, but not limited to, claims for personal injuries, thefts, damages, or loss of private property. Such groups assume liability for any such claims, including claims for damages to the Library property. Storage space and porter services are not available.

Proof of liability insurance may be required.

## *FEE-BASED MEETING ROOM OPTIONS*

1. After hours use is allowed at select locations on a case by case basis. Groups using Library space after closing are required to use and pay all Library contracted security and cleaning costs that are included in the After Hours Use fee.
2. Alcohol may be served under the following guidelines and conditions at select locations. Groups or individuals who have booked select rooms in the library may serve alcohol during their events provided the Alcohol Fee has been added to the reservation and paid in advance. Alcoholic beverages may not be sold by groups renting the rooms. Library sponsored events may serve alcohol outside of regular library hours in the Library.
  - a. The caterer for the event must hold the necessary local and state alcohol licenses and abide by all local and state laws pertaining to the service of alcoholic beverages.
  - b. The room requestor must provide ATF Certified bartender. The Alcohol Fee does not cover the payment to the Bartender and the requestor will pay the bartender directly.
  - c. The room requestor is fully responsible for the alcohol consumption of guests and their behavior.
  - d. Alcohol can only be served in the room reserved for use.
3. Audio/visual equipment or room set-up available at some locations
4. Admission charges, merchandise sales, fundraisers, or any activity generating revenue, regardless of whether goods or services are sold at the meeting, requires selection and payment of the merchandising / ticketed event option in the reservation process. Professional services are not to be conducted in the Library. If applicable, groups must obtain a sales tax license and comply with all applicable City and State laws.

## CANCELLATIONS

In the event that HMCPL must close due to unforeseen equipment failure or a weather-related emergency, all efforts will be made to notify organizations scheduled to use the rooms. Any notice of closing will be posted at <http://hmcpl.org>.

When a severe or inclement weather warning is issued, the library staff will follow set procedures. All persons in the building must comply with procedures.

If one-time events in the meeting rooms are canceled due to inclement weather, events will be rescheduled for another date or a full refund will be provided.

If any regularly scheduled meeting is canceled due to the Library closing for inclement weather, the group will be given an opportunity to reschedule its meeting or a credit will be applied to its next event's fees.

In order to cancel, reschedule or transfer a fee-based reservation, users must inform the Library seven days in advance of the scheduled meeting. If these conditions are not met, the fee will be forfeited and no rescheduling allowed. Users are able to edit or cancel their reservations online.

Should there be a scheduling conflict, library sponsored events will have priority. The Library will attempt to inform any group using the meeting room as early as possible. The use of the meeting rooms must not interfere with the use of the Library by others.

The library reserves the right to relocate a group within the library if circumstances warrant.

## SECURITY DEPOSITS

Some rooms require a security deposit. The security deposit will be refunded if the meeting facility is found to be in satisfactory condition following the event using a condition checklist. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited. Unsatisfactory conditions include, but are not limited to: stains, gum, and/or burns on the carpet; damaged walls or ceiling tiles; broken furniture and/or appliances.

## AUDIO/VISUAL EQUIPMENT USE

Many of our meeting rooms have Audio/Visual (A/V) equipment available for rent during the space booking. Renting A/V equipment requires an organizational library card.

### *AUDIO/VISUAL EQUIPMENT RESERVATIONS*

Reservations for both the A/V Equipment and the meeting room should be made via the online room reservation system found at <http://hmcpl.org/reserve>. Changes to the A/V rental reservation should be requested no less than seven days prior to the event.

Applications for use of the A/V Equipment for children or teens must be sponsored and signed by an adult who will assume full responsibility.

Permission to use the A/V Equipment is revocable and does not constitute a lease.

The A/V Equipment may be used only at the branch and meeting room in which it originates. As such, all restrictions on use of the meeting room policies also apply.

Organizations must provide one person to be responsible for use of the A/V Equipment during each scheduled event. This person must contact an A/V Staff Member at least two (2) weeks prior to the date of use to make an appointment to learn how to set up, operate and stow the A/V Equipment. The appointment time will be set at the discretion of the A/V Staff Member and must be prior to the reserved time to use the A/V Equipment. HMCPL personnel are not available to assist with the A/V Equipment during its use unless a formal request for technical support has been made in advance and the associated fees are paid. Additional fees will be charged if a staff member is needed to run A/V Equipment without prior arrangement.

Set up and take down of the A/V Equipment must take place within the time allotted for the meeting.

The A/V equipment is to be checked in after each event and left in the condition in which it was found. The organization is responsible for damages.

#### *ELIGIBILITY FOR AUDIO/VISUAL EQUIPMENT USE*

All organizations and individuals will be required to obtain a free Organizational Library Card to use A/V equipment in our meeting rooms and all equipment will be “checked out” to the organizations.

The organization is responsible for all A/V equipment borrowed against that Organizational Library Card. Only one email address can be associated with the Organizational account, however multiple authorized users may be listed on the account. The organization will be responsible for all fees and fines incurred on this card. All regulations of the Huntsville-Madison County Public Library apply to the Organizational Library Card. The Library may require proof that any public audiovisual presentation is not in conflict with the Children's Internet Protection Act and copyright laws.

If the organization has a change of email, physical address or phone number, or the card is lost, the library must be notified immediately from the verified email account previously associated with the organization. Even if the library is not notified of changes, the organization will be responsible for all fees and fines incurred on this card.

#### *AUDIO/VISUAL CANCELLATIONS, DENIAL OF APPLICATION, APPEALS*

Any cancellation on the part of an applicant organization should be made at least seven days before the scheduled use date.

HMCPL reserves the right to cancel use of the A/V Equipment reservation in the event of unforeseen HMCPL demands.

HMCPL reserves the right to deny use of A/V Equipment to organizations that do not take proper care of the equipment, do not attend a lesson in A/V Equipment use, or are unable to use the equipment properly.

Denial of application may be appealed to the Huntsville Madison County Public Library Branch Manager or the Library Director by following the Huntsville Madison County Public Library Patron Appeal Process.

#### **INTERNET ACCESS**

Wireless Internet access is available in the meeting rooms.

#### **HOURS AVAILABLE**

The meeting rooms are available during the Library's regular operating hours and after hours at some locations.

#### **EVENT PROMOTION**

The Library will not advertise meeting room bookings with the exception of Library-sponsored events. Flyers for events may only be posted on the community bulletin board in library buildings.

The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information. The library may not be listed as a sponsor of an event without prior approval from the Branch Manager or Library Director.

#### **WAIVER OF APPLICABLE REGULATIONS**

The Library Director may authorize exceptions from specific regulations and fees of this policy for HMCPL and its programs, for the Friends of the Huntsville-Madison County Public Library, LearningQUEST, organizations with which the Library has an MOU or MOA, Boards and Agencies of Huntsville, local governments within Madison County, Madison County Government, or for the State of Alabama.

# PRICE STRUCTURE

Room Capacity	4+ (Study Room)	20+	50+	100+	200+
Individual	\$0/hr	\$30/hr	\$50/hr	\$70/hr	\$90/hr
Non-Profit	\$0/hr	\$0/hr	\$0/hr	\$0/hr	\$0/hr
For Profit Business	\$0/hr	\$40/hr	\$60/hr	\$80/hr	\$100/hr
Government / Educational	\$0/hr	\$0/hr	\$0/hr	\$0/hr	\$0/hr
Add-ons (based on availability)					
After Hours Use (Per Hour, 4hr min)	n/a	n/a	\$100/hr	\$100/hr	\$100/hr
Alcohol Fee	n/a	\$100	\$150	\$200	\$250
Staff Setup and Take Down	n/a	\$25	\$50	\$75	\$100
Ticket or Merchandise Sales	n/a	\$20	\$50	\$100	\$200
Audiovisual Package (with MIC)	n/a	\$35	\$35	\$35	\$35
Audiovisual Package (without MIC)	n/a	\$25	\$25	\$25	\$25
Audiovisual Technical Support	n/a	\$20	\$20	\$20	\$20

*Library Board Approved January 2018*