

# Fort Myers Beach Public Library District

## Meeting Room Guidelines

### **General**

The Community Room in the Library Commons of the Fort Myers Beach Library is available both during and outside of regular library hours for cultural, civic and educational purposes. Fees are associated with its use. The Library provides a public service by making the Community Room available. The Fort Myers Beach Library Board reserves the right to amend these guidelines as needed.

The Library does not necessarily endorse the purpose and/or policies of the individuals, groups or organizations using the room. The Library subscribes to the Library Bill of Rights, as adopted and amended by the American Library Association, which notes that Libraries which make meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The Community Room can be used in its entirety or as one of two rooms when divided.

The Library reserves the right to review each prospective use and determine whether that use falls within the Meeting Room Guidelines. Use of the premises may be prohibited or terminated at any time if the conduct of the group interferes with staff work or patron use of the library, is disruptive to library service or patrons, or is abusive or dangerous to the building, library materials, exhibits, furnishings, or individuals in the building.

Those who use the Community Room are guests of the Library, and their use of the space should reflect that understanding. Areas designated as staff only are for the use of Library staff and volunteers only. Activities for minors must be supervised by responsible adults. Fort Myers Beach Library has been designated as a smoke-free and tobacco-free facility. Any use of any type of tobacco product is prohibited in the Library building, parking areas, and throughout the grounds of the Library.

Authorization for use of the Community Room includes the use of the furniture and equipment assigned to that room. No equipment is to be brought into the Library without approval of the Library Director or designated staff member. No equipment or supplies will be stored for outside groups. The Fort Myers Beach Library cannot be responsible for any items left in the room.

A galley kitchen with refrigerator, microwave and oven is available for use for keeping pre-prepared food cold or warm. No food is to be prepared on premises. Food may be brought into the galley in advance of the event, at an agreed upon time. The hourly charge for galley use begins at that time. All supplies, such as napkins, serving items, etc. must be supplied by those using the Community Room. The galley must be left neat and clean and any leftover items must be removed. The Library assumes no responsibility for items left unattended in the galley.

## **User Responsibilities**

The authorized representative of a group reserving the Community Room must remain on the premises throughout the period for which it is reserved, or until the meeting ends. The room must be restored to its original, clean condition. The person reserving the room will be liable for any damages to the room or Library property.

## **Prohibited Activities - The library is a smoke-free, drug-free and alcohol-free facility.**

Additional prohibited activities include:

- Disruptive behavior.
- Activities that impede the function of the library.
- The use of any equipment that interferes with library operations or which creates any losses or liabilities for the Library.

## **Reservations**

To reserve the Community Room, a fully completed Meeting Room Reservation Form must be submitted for approval at least two weeks in advance of the event. Meeting Room Reservation Forms and Meeting Room Guidelines may be obtained at the Library Information Desk or from designated staff members during Library hours.

The person reserving the Community Room must be 21 years of age or older, must be a Fort Myers Beach Library District resident, have a current driver's license or photo ID showing a current, local address within the district, and must be able to provide a telephone number and email address, if applicable.

The Community Room may be reserved one year in advance. Reservations for the following year are accepted beginning October 1st of each year. Use of the Community Room is limited to the type of meeting or activity stated on the application.

Tentative reservations can be made by phone or e-mail. The reservation can be held up to 48 hours, pending the completion of the registration process. All required fees must be paid at the time of reservation.

Not-for-Profit organizations must include a copy of their 501(c)3, 501(c)6 or 501(c)7 certificate, which will be kept on file for future uses of the room. This requirement may be waived by the Library Director in the case of small not-for-profit organizations and special interest community groups.

## **Right to Cancel**

Either party may cancel this Agreement with written notice to the other, without liability as a result of acts of God over which neither party has control, government regulation, terrorism, disaster, strikes, civil disorders, or any other factors over which neither party has control, making it impossible to conduct the program consistent with those conditions that existed at the time the contract was entered into. The parties may, however, agree to go forward on such terms and conditions that may be re-negotiated. Any deposits made shall be refunded to the party who made the deposit. Room fees are not refunded upon cancellation with less than 3 weeks notice prior to the event.

## Priorities for Use of Community Room

Priority will be given to:

1. Library activities (including programs, classes, presentations, meeting, etc.)
2. Library co-sponsored events (meaning the library participates with community groups in planning and presenting programs of an educational and cultural nature)
3. Groups that are Library District based.

All other groups will be given consideration on a first-come/first-served basis. The Library reserves the right to preempt any event for an emergency Library-sponsored event. In such rare instances, the Library will make every reasonable effort to give ample notice and to assist the group in reserving another date or library meeting room. If that is not possible, there will be a full refund of any fees.

## Spaces and Fees

The following spaces are available for meeting rental:

- Entire Community Room (maximum capacity: 110)
- Room A (maximum capacity: 55)
- Room B (maximum capacity: 55)

Fees vary depending on length of use, time of use, and type of organization. **Community Room A and B each requires a fee of \$15.00 to cover utility and maintenance expenses** (\$30 if both rooms used). **ALL reservations require a \$75.00 refundable deposit**, which will be returned following a post-event inspection, if requirements are met.

Fees are charged for use of the Community Room in three tiers. Rental fees may be waived for designated Library affiliates upon approval of the Library Director.

Tier 1 is applicable to non-profit 501 (c) 3 groups.

Tier 2 is applicable to non-profit 501 (c) 6 or 501 (c) 7 groups, 501 (c) 3 fundraising events, and campaign events.

Tier 3 is applicable to for profit groups, condos and private events. Examples include:

- Meetings of profit-making groups or businesses.
- Meetings which require payment of tuition or other fees (except for government or library agencies)
- Meetings where products or services are promoted or sold
- Events designed to further the specific goals of an individual or group, such as recitals, paid tutoring classes
- Events of a personal nature such as birthday or anniversary parties, reunions, showers, receptions

These additional rules apply:

1. If the facility is being used for a fundraising event, all tickets must be advance sales.
2. No public parties or group events charging or collecting admission on the premises will be allowed.

3. Meetings or events sponsored by the Library or by a recognized Non-Profit educational group or institution may charge small fees for materials, upon approval of the Library Director.
4. Any group, organization or individual showing a film/video/DVD in the Community Room must adhere to copyright law. Films/videos/DVDs must have public performance rights in order to be shown.

Please refer to the charts below for rental fees.

<b>Tier 1</b>				
	During library hours		Outside Library Hours	
	Less than 4 hours	4 or more hours	Less than 4 hours	4 or more hours
	Room A & B	\$20.00	\$30.00	\$90.00
Room A	\$0.00	\$0.00	\$60.00	\$120.00
Room B	\$0.00	\$0.00	\$60.00	\$120.00
<b>Tier 2</b>				
	During library hours		Outside Library Hours	
	Less than 4 hours	4 or more hours	Less than 4 hours	4 or more hours
	Room A & B	\$50.00	\$120.00	\$130.00
Room A	\$20.00	\$50.00	\$80.00	\$150.00
Room B	\$20.00	\$50.00	\$80.00	\$150.00
<b>Tier 3</b>				
	During library hours		Outside Library Hours	
	Less than 4 hours	4 or more hours	Less than 4 hours	4 or more hours
	Community Room	\$80.00	\$150.00	\$180.00
Room A	\$60.00	\$120.00	\$120.00	\$180.00
Room B	\$60.00	\$120.00	\$120.00	\$180.00

\*For Profit Groups and Private Events fees are subject to the prevailing sales tax.

Additional charges will be made as follows:

	<b>Tier 1 &amp; 2</b>	<b>Tier 3</b>
DVD Player	\$15.00	\$25.00
ProjectionScreen	\$15.00	\$25.00
Microphone	\$15.00	\$25.00
Additional security	\$55.00 Per hour*	\$65.00 Per hour*
Cleaning	\$25.00 Per hour	\$25.00 Per hour
Use of galley	\$10.00 per hour	\$20.00 per hour

\*minimum of 4 hours; \$10.00more per hour if traffic direction also needed

## **Room Configuration**

Chairs and tables may be rearranged as needed. All furniture must be returned to its original configuration following the meeting. A charge of \$25.00 will be assessed if arrangement is not returned to its original configuration. If cleaning is needed after a group leaves, an additional fee will be charged for that, depending on extent of cleaning needed.

## **Groups Arranging Speakers**

In general, early admittance is discouraged. If a speaker seeks early admittance, it will not be granted unless the group coordinator has made arrangements for this in advance of the event with clear parameters in writing. Early admittance of speaker also means the group will be charged \$25.00 extra.

## **Food and Beverage**

It is the policy of the Fort Myers Beach Public Library that no alcohol shall be served on the Library premises, with the exception that alcohol may be served at Library fundraisers or Board-sponsored events.

Refreshments served in the Community Room should be limited to items such as bottled drinks or box lunches, and when brought into or leaving the Community Room are to be in enclosed, tight containers. The setup table and participant tables are not to leave moist residue or require extra cleaning because of moist food used without renting the Galley. All refreshments must be consumed inside the meeting room. Trash must be placed in the appropriate receptacles. There is a \$15.00 fee if food is not arranged through the Cafe'. No food can be brought in via outside caterers.

If more extensive food service is desired, arrangements must be made through the Library Cafe Manager, who will be responsible for catering the event or for coordinating service with outside vendors. The Café Manager is responsible for collection of catering fees; the Library assumes no responsibility for catering services.

## **Audiovisual Equipment**

Audiovisual or electronic equipment may be requested at the time the reservation is made. If a group wishes to bring their own projector in, it must be approved in advance. Technical support is available for an additional fee.

The Library will set up the AV control system for the event and provide information about operating its components from the podium (microphone, projector, screen, DVD). It is the responsibility of the user to become familiar with the control panel in order to operate the equipment needed. Operation of the equipment by Library staff is available for an additional fee, only if arranged in advance.

## **Security**

If a group wishes to have an extra level of security, it will be charged according to the prevailing rate used by the Library's security vendor. If the Library Director determines that the nature of the group or meeting requires additional security, the group will be assessed the fee which will be payable before the event reservation is confirmed.

## **Publicity**

Each group is responsible for its own publicity. Any printed publicity must include the statement: *"This program is not sponsored by the Fort Myers Beach Public Library."* Publicity is not to include the Library's telephone number, nor may the Library's name and address be used as a mailing address.

## **Signage**

Signs produced for directional purposes, if any, must be submitted to the Library and posted by Library staff. No signs are permitted outside the Library building. Materials may not be attached to walls, windows, doors or furnishings. Unauthorized signs will be removed without notice and cleaning or damage repair fees will be assessed to the reserving party.

## **Indemnification**

Organizations or individuals using the Community Room shall indemnify and hold harmless the Fort Myers Beach Public Library and its officers, directors, volunteers, agents and employees from and against all losses, damages, claims, costs and expenses arising from injury or death of any person(s), or damage to property resulting from any act or omission of such users or their employees, agents, representatives, guests, invitees, or the general public to the extent that such losses, damages, claims, costs and expenses arise in connection with or relate to the organization's or individual's use of the facility.

## **Damages**

Organizations or individuals using the Community Room shall be liable for all damages, expense and loss, including theft and property loss, caused by any person who attends, participates in, or provides goods and services connected with the organization's or individual's use of the facility and all tangible property. Replacement value may be used by the Fort Myers Beach Library to determine the amount assessed for damages.

## **Liability**

The Library assumes no responsibility for lost or stolen items or damage to vehicles in the parking lot.

## **Revocation and Refusal of Authorization for Use**

Use of the Community Room may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. The privilege of using the Community Room will not be granted or will be revoked if the activities or intended activities of the meeting room users negatively impact normal operations in any of the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.
- The size of the meeting presents personal safety or building security issues, or creates an undue parking demand on library parking or the overflow parking.
- All required fees are not paid.
- The room is not left in the condition in which it was found.
- There is any violation of Library policy.
- A group fails to show for a scheduled meeting without prior notification.