

AR 9628 - MEETING ROOM GUIDELINES

Purpose

The purpose of the administrative regulation is to cultivate organizational efficiency with procedures that ensure effectiveness. For efficiency, the *Library* is responsible for developing consistent guidelines for adequate service operations.

Meeting Room Application Procedures

The Hammond Public Library establishes meeting room guidelines to meet the diverse needs of the community. It is important to ensure all resources are accessible for all people on an equal basis. The *Library* reserves the right to determine and regulate the nature and extent of its involvement by declining, changing or canceling Meeting Room Application requests.

- 1) The Meeting Room Coordinator forwards approved applications to the responsible party;
- 2) Meeting Room applications received from the Coordinator are evaluated and updated every six (6) months:
 - i. Consideration is provided for the coordination and planning of adult, teen and children programming (e.g., Information Services, Youth Services); and
 - ii. Other program activities including book fairs, heritage month and professional development activities
- b) All *Library* programs take precedence over all other related activities; and
- c) All applications are contingent upon the approval of the Executive Director
- 3) Applicants are advised of hours of operation and that the *Library* may close its facilities due to inclement weather or other emergencies:
 - a) Regular hours of operation include: Monday, Tuesday, Wednesday and Thursday from 9:00 am to 9:00 pm; including Friday and Saturday from 9:00 am to 5:00 pm; and
 - b) Activities that require increased security services may incur additional professional service fees
- 4) The following accommodations and their dimensions include:
 - a) AV1 Lois Bell Room seats twelve individuals and contains a large table;
 - b) AV6 Room seats five individuals and contains a small table;
 - c) Community Room seats 150 theater style or 100 individuals for the banquet style setting;
 - d) Computer Lab seats sixteen individuals;
 - e) Harriet Schlesinger Board Room seats fifty individuals theater style; and
 - f) Study Rooms include a small table and seats two or three individuals

Meeting Room Use

- 1) Groups and organizations are allowed to use rooms for the following purposes:
 - a) Civic;
 - b) Cultural;
 - c) Educational; or
 - d) Intellectual
- 2) The *Library* require individuals to submit applications fourteen (14) days prior to the proposed meeting
- 3) The *Library* does not assume the responsibility for storage of the group's equipment, supplies, refreshments or personal food items; and
- 4) Responsible parties of the Meeting Room Application are required to have a *Library* card in *good standing* prior to the scheduled program date;

- 5) For security purposes, rooms reserved before or after regular hours of operations shall be assessed an additional fifty (\$50.00) dollar per hour fee at the time of the reservation:
 - a) Special arrangements shall also depend on the availability of *Library* personnel for security purposes
- 6) Rooms may not be used as a business space to conduct or promote business activity;
- 7) Rooms may not be used for personal celebrations or private social activities;
- 8) Rooms may only be used for the purpose designated and / or described on the Application;
- 9) Upon approval, rooms may be used by Hammond community businesses for training purposes;
- 10) The *Library* prohibits unapproved fundraising campaign including political activities;
- 11) The *Library* prohibits unapproved buying, selling products and services, raffles, cash handling or money collection activities; and
- 12) The *Library* does not advocate or endorse comments, views and opinions expressed by the group

Meeting Room Applicant's Responsibilities

- 1) Responsible parties that sign either the Application and / or the Room Report assumes full responsibility and financial liability for the following:
 - a) Conduct on behalf of the meeting room attendees;
 - b) Meeting Room cancellations:
 - i. The *Library* requires prior notification of cancellation at least twenty-four hours in advance;
 - ii. A non-refundable ten (\$10.00) dollars fee shall be assessed if notification is not received within twenty-four hours; and
 - iii. Assessed cancellation fees must be paid prior the next meeting scheduled
 - c) Reporting any time changes relative to the meeting room reservation;
 - d) Damages related to carpet, flooring, furniture and equipment; and
 - e) Additional housekeeping and any other cleaning beyond regular maintenance
- 2) Groups are restricted from attaching adhesive substances to doors, floors, walls and ceiling fixtures;
- 3) The responsible party shall be required to leave room in same condition to maintain privileges;
- 4) Cigarette smoking shall be prohibited on the premises including inside the meeting room, restroom areas or near door entrances and / or the parking lot;
- 5) Alcoholic beverages including combustible and flammable items are not allowed on the premises;
- 6) The responsible party shall not be allowed to occupy or setup rooms no more than sixty (60) minutes prior to meeting or program activities;
- 7) The responsible party shall also be required to provide the complete Meeting Room Report before closing
- 8) The responsible party assumes responsibility for vacating the room ten (10) minutes before closing; and

Procedures for Handling Cancellations, No Shows including Damages and Unusual Cleaning Fees

- 1) The responsible party of the organization or group that seeks to reserve a meeting room by completing the AR 9628.1 Meeting Room Application or AR 9628.2 Meeting Room Application shall be required to inform the Meeting Room Coordinator of her / his decision to cancel the scheduled meeting room reservation at least twenty-four (24) hours in advance; and
 - a) If the responsible party decides to cancel the meeting room reservation less than twenty-four (24) hours, he / she must submit a ten (\$10.00) dollars cancellation fee;
- 2) Upon receiving notice from the responsible party of the group or organization, the Meeting Room Coordinator shall add the ten (\$10.00) dollars cancellation fee to the patron record; and:

- a) The Meeting Room Coordinator also forwards a notice of the cancellation charge to Circulation Services Manager and the Automation Specialist;
 - b) The Automation Specialist develops the bill in the name of the responsible party for the ten (\$10.00) cancellation fee;
 - c) Once the bill is received from the Automation Specialist, the Meeting Room Coordinator mails the bill with a copy of the Meeting Room Guidelines to the responsible party; and
 - d) A copy of the bill shall be also filed for future reference
- 3) Meeting Room applications shall not be honored for the group and / or responsible party with the outstanding cancellation fee; and:
- a) Applications submitted on behalf of the group or organization including the responsible party shall not accepted

Additional Meeting Room Coordinator Responsibilities

- 1) For the purpose of accessing damages, the Meeting Room Coordinator shall be responsible for the immediate inspection of the reserved room before and after the meeting or program;
 - a) If the Meeting Room Coordination is unavailable, Circulation Services personnel shall be responsible for immediately inspecting the reserve room before and after the meeting / program;
 - b) Rooms shall be inspected by both the applicant and *Library* personnel
- 2) The Meeting Room Coordinator shall be responsible for mailing the notice to the responsible party:
 - a) The patron shall be also informed that he / she is responsible for paying the cancellation fee before other Meeting Room applications are accepted or reservations scheduled
- 3) The Meeting Room Coordinator maintains the Cancellation and No Show file for a five (5) year period; and
- 4) Continuous no-shows, even with payment of cancellation fees shall result in loss of Meeting Room privileges.