

## **MONO COUNTY LIBRARY MEETING ROOM POLICY**

The Library's meeting rooms are intended primarily for official business of the Library. At other times, the meeting rooms are available for meetings of a civic, cultural, or educational character. Activities proposed for the meeting rooms shall not interfere with the use of the building, grounds, or equipment for Library purposes.

The Mono County Library Authority Board established the following policy regarding use of the Library's meeting rooms. The Library Director or an authorized representative has authority to issue permits for the use of the Library meeting rooms and grounds, subject to the conditions and requirements set forth here.

### **AVAILABILITY**

The Mammoth Lakes Library has two meeting rooms, with several options, available for use by the community. Certain equipment, listed below, is also available for use by renters of the rooms.

#### **1. Meeting rooms**

- A The Ellie Randol Reading Room has tables and chairs to accommodate 32 people; more chairs and tables may be brought in if necessary. Room capacity: 53
  
- B. The Small Conference Room can seat up to 10 people. There are chairs, a large table and white board available for use. Room capacity: 10
  
- C. The Library facility itself is not available for use.

#### **2. Equipment**

- A. The following equipment is available for use in the meeting rooms if scheduled in advance: portable dry-erase marker board, portable screen, projector and laptop.
  
- B. There is a Kitchenette on the second floor available for use with either meeting room if scheduled in advance. The kitchen contains a sink and a microwave oven. The kitchenette may be used for making coffee or serving light refreshments. A coffee maker is available upon request. The Library does not provide any other kitchen equipment or supplies.

#### **3. Times**

The meeting rooms are available on a per-hour fee basis during the Library's open hours:

|                 |                 |
|-----------------|-----------------|
| Monday - Friday | 10 AM – 7 PM    |
| Saturday        | 10 AM – 5:30 PM |

Hours of scheduling shall include the total time required for the meeting, from the time of the group's first arrival for set-up to the time the room is returned to its original condition and vacated. When the room is reserved, the person making the application will state when the meeting will end. Rooms must be vacated at least 15 minutes before the Library's closing time. Any individual or group that has not returned the room to its original condition and vacated the room by 15 minutes before closing time will forfeit their cleaning deposit and be denied future use of the room.

#### 4. Hourly Fees to be paid upon reservation

|                           |                               |
|---------------------------|-------------------------------|
| Ellie Randol Reading Room | \$20 per hour, Full Day \$100 |
| Small Conference Room     | \$10 per hour, Full Day \$50  |

#### 5. Deposit

A \$50 cleaning and damage deposit is required for security. If the room is vacated clean and with no damage, the deposit will be refunded. Organizations or individuals that frequently rent the room may leave a \$50 standing deposit if they so choose.

#### 6. Alcoholic Beverages Are NOT Permitted on the Premises.

#### 7. Insurance

Insurance is required to rent this facility. The proper insurance coverage can be acquired through homeowner's insurance or other insurance policy. Insurance information must be submitted to the Library 15 days before your rental date. For most events the required general liability insurance limit is one million dollars. The general liability insurance limit may vary depending on the type and scope of your event.

Please note that many types of events listed on the insurance request form are not permitted in the library's meeting rooms.

#### 8. Miscellaneous fees

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| Refundable clean-up/damage deposit | \$50                                      |
| Equipment Deposit                  | \$10 to \$100 per item, depending on item |
| Equipment Use                      | \$5 per item                              |
| Use of Kitchenette                 | \$30                                      |

***Any damages discovered or extra or unusual cleaning found necessary by the Library Staff after you leave will be the responsibility of the applicant and may result in the forfeiture of the cleaning deposit and/or additional restitution as required to return the room to its original condition.***

### RESERVATIONS

Library and non-profit functions have first priority, and staff can reserve the rooms for such purposes up to one year in advance. When the rooms are not in use by the Library, residents and guests may rent the room on a first-come, first-served basis, up to three months in advance.

1. No later than one week before the proposed meeting date, an individual or organization must fill out the Meeting Room Application form and pay the appropriate room rental fee and cleaning deposit. If a room is rented and not used, the individual or organization is responsible for canceling the room rental (at least 24 hours in advance). If the room reservation is not canceled and the room is not used, the Library will keep the pre-paid rental fee but will return the cleaning deposit. Room rental will be returned if the meeting is cancelled in advance.
2. You must be 18 or older to rent the Library's meeting rooms and must hold a valid Mono County Library card or driver's license.

3. Responsibility for use of the meeting rooms is not transferable from one organization to another. The individual signing the application shall be held responsible for meeting the terms of the rental agreement.
4. The Library reserves the right to cancel or deny permits at any time when the rooms are required for Library use.

## **RULES FOR USE**

1. All events held in meeting rooms for non-profits and government agencies must be open to the public. No admission may be charged. The Library may charge an admittance fee for fundraising activities. Purchase of materials as a condition of program attendance is prohibited. Materials or products that complement the meeting or are produced by the presenter may be offered for sale in the meeting rooms. If items are sold, a minimum donation of 15% of sales to the Library is required. The Library must be held harmless in case of injury or damage due to any product sold at a program held in the Library.
2. Any petitions or solicitations taking place within a meeting may not extend outside the meeting room into the Library proper.
3. Except in the case where the Library is co-sponsoring an event with an outside organization, groups not associated with the Library must ensure that any promotional material advertising their meeting shall not claim that the Library is presenting, sponsoring, promoting, or endorsing their meeting. The presence of a group in the Library does not constitute endorsement by the Library of their ideas or values.
4. No individual or group shall store materials in the Library.
5. Activities for minors must be supervised by responsible adults with a ratio of at least one adult for every 15 minors.
6. The Library will not provide set-up. The applicant is responsible for setting up the room in the desired arrangement and returning the room to the condition in which it was found. The privilege of future use will be withdrawn and the deposit will be forfeited if the room is not left in good condition.
7. The room capacity shall not be exceeded.
8. The Library Director or a representative may cancel meeting room use privileges for failure to observe the rules and regulations.
9. The Library conduct policy must be adhered to at all times.

## **LIABILITY**

1. The Library is not responsible for loss of or damage to individual or group property before, during or after the meeting.
2. All individuals or groups using the Library meeting rooms will agree to hold the Mono County Library and the Mono County Office of Education harmless from any loss, damage, liability, costs and/or expenses that may arise during or to be caused in any way by such use of the Library facilities.
3. The individual or group renting the room is solely responsible and answerable financially for any and all accidents or injuries to persons or property resulting from the use of the Library meeting rooms. The individual or group renting the room is responsible for the control and supervision of all people in attendance during their usage of the facility and shall take care to see that no damage is done to the facility and that all attendees conduct themselves in an orderly fashion.

## **EXCEPTIONS**

The Library Director may grant exceptions to this policy. The Library Director's decisions may be appealed to the Library Authority Board.

Adopted: March 27, 2008

Revised: October 26, 2017