BUCHANAN ROOM MEETING POLICY

VAN ZANDT COUNTY LIBRARY

A. The meeting room is intended for regular, pre-arranged usage of library activities as story hour, book reviews and or book signings, Friends Meetings, Advisory Board Meetings, Genealogy Society Meetings, workshops etc.

B. The meeting room may be reserved for non-library related activities during regular and non-library hours if there is no conflict with regular usage of the groups stated in A above and with the approval of the Friends of The Library designated committee and meeting the following conditions and fees:

1. No meeting shall be disruptive to the Library or Library patrons.

2. Smoking and Alcoholic beverages prohibited at all times in building and on the grounds.

3. Meetings held during operational hours should conclude and the room be cleaned 30 minutes before the Library Closes.

4. Attendance is limited to 100.

5. Library staff is not responsible for arrangement of furniture, decorations or your equipment. Staff does not do cleanup. Set-up and clean-up are the responsibility of sponsoring organization. If refreshments are served, the kitchen is to be cleaned, all food items removed and trash removed and disposed of. All items needed by the renting organization are to be furnished by them, including paper products and trash bags. Trash is to be placed outside in the trash receptacle. Library trash bags or cans are not to be used.

6. The party signing the reservation form is responsible for any damage to the room, furnishings or equipment. Children must be supervised at all times by adults of renting party. The Library staff is not responsible for unsupervised children.

7. Electronic equipment may be used; provided a competent operator is available and prior permission has been given by the staff.

8. The Library nor the staff are liable for any loss, accident, or injury to persons or property caused by the groups occupancy of the room or the use of the Library facility.
FEES:

1. **Non-Profit Groups**
   
   **A.** No fees charged for non-profits that are sponsored by the Library. The Room must be clean and in good order when leaving or privilege will be withdrawn.
   
   **B.** Non-Library sponsored non-profits will be charged a $25.00 fee which may be waived at the discretion of the director.

2. **Other Groups**
   
   **A.** The room is available during regular library hours for a $50.00 fee provided there are no conflicts with regularly sponsored programs and upon approval by the designated Friends of the Library committee or representative.
   
   **B.** After Library hours, the room usage fee is $50.00. After hours a designated person, the Director, Staff or Committee Person must be present to open, close and lock up. The afterhour’s person must be paid by the organization a fee of $10.00 per hour for the hours reserved by the user. The payment is to be made in cash and must be paid when the room is reserved.
   
   **C.** A deposit of $50.00 cash, in advance is required to reserve the room. This deposit will be returned in cash 2 days following the event if the room meets with acceptable cleanliness after inspection. Any damage to the furniture, equipment or carpet shall be charged on an individual basis. This applies to everyone using the facilities.
   
   **D.** Failure to use the room will forfeit the deposit.
   
   **E.** Failure to give 2 day notice in advance of non-use will forfeit the deposit.
Name of Contact Person ____________________________________________________________

Name of Organization ____________________________________________________________

Are you a non-profit 501(3c) non-profit? ________________ YES ________________ NO

What is the purpose of your meeting that you want to hold in our meeting room?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Will you be selling anything? ________________ YES ________________ NO

What date are you requesting the room? ________________

What time do you require the room? From ________________ To ________________

Room is available during open hours of Library – Tuesday, Wednesday and Friday 10:00 am – 5:45 pm and Thursday 12:00 pm – 7:45 pm.

Anytime that does not fall in the above times is considered AFTERHOURS and there will be a fee charged for staff during anytime that does not fall in the above mentioned times. See Fee schedule for fees.

Your deposit fee must be turned in (CASH ONLY) at the time this form is turned in.

Request approved by: ____________________________________________________________

Date the Request was put on the calendar: ________________________________

Date Deposit Turned In: ________________________________

Was Room Clean and Free from damage? _________ Date Checked: __________________

Date Cash Deposit Returned: ____________________________ Amount Returned: _____________

I have received the refund of my cash deposit: ____________________________________