

Poplar Creek Public Library District
Meeting Room Reservation and Rental Policy

The Poplar Creek Public Library District (PCPLD) has four meeting rooms available for public use. These spaces are available for use by others when not needed for Library functions or its business. Meeting Rooms are available to all PCPLD organizations and local units of government regardless of the beliefs or affiliations of the group.

Meeting Room	Capacity
Meeting Room 1	150
Meeting Room 2	30
Meeting Room 3	30

Priority for reserving the use of the meeting rooms is given in the following order and fees are assigned by category:

1. Meetings of the PCPLD Board of Trustees
2. Library sponsored and related meetings and programs
3. Governmental organizations and agencies serving the residents of the library district
4. Local community service groups
5. Businesses
6. Residents in the library district for private uses such as parties and for profit meetings

ELIGIBILITY

The person filling out a meeting room reservation/rental request on behalf of the group must have a PCPLD library card and be at least 18 years old. The exception is Category 4. Any commercial business may reserve space and pay the commercial rates. Eligible groups may reserve rooms 60 days in advance. Reservations are nontransferable. Exceptions to the 60 day rule will be allowed up to two room uses per month, for categories 3, 4 and 5, in order to accommodate private party schedules.

		Meeting Room 1	Meeting Room 2	Meeting Room 3	Meeting Rooms 2 and 3 Combined
Category 1	Tax supported governmental organizations and agencies serving the residents of the library district, including schools	No fee for first two hours \$20 additional hourly rate After hours rate \$50 per hour	No fee for first two hours \$10 additional hourly rate After hours rate \$25 per hour	No fee for first two hours \$10 additional hourly rate After hours rate \$25 per hour	No fee for first two hours \$20 additional hourly rate After hours rate \$50 per hour
Category 2	Local community service groups including scouts and HOAs	No fee for first two hours \$20 additional hourly rate After hours rate \$50 per hour	No fee for first two hours \$10 additional hourly rate After hours rate \$25 per hour	No fee for first two hours \$10 additional hourly rate After hours rate \$25 per hour	No fee for first two hours \$20 additional hourly rate After hours rate \$50 per hour
Category 3	Non-profit organizations with state or national affiliation	\$50 for first two hours, \$20 additional hourly rate. After hours \$65 per hour	\$35 for first two hours, \$10 additional hourly rate. After hours rate, \$25 per hour	\$35 for first two hours, \$10 additional hourly rate. After hours rate, \$25 per hour	\$50 for first two hours, \$20 additional hourly rate. After hours \$65 per hour
Category 4	Commercial (<i>only category exempt from need for library card holder</i>)	\$150 for first two hours \$50 additional hourly rate After hours rate \$125	\$125 for first two hours \$50 additional hourly rate After hours rate \$75	\$125 for first two hours \$50 additional hourly rate After hours rate \$75	\$150 for first two hours \$50 additional hourly rate After hours rate \$125
Category 5	Residents in the library district for private uses such as parties and for profit meetings	\$150 for first two hours \$50 additional hourly rate After hours rate \$125	\$125 for first two hours \$50 additional hourly rate After hours rate \$75	\$125 for first two hours \$50 additional hourly rate After hours rate \$75	\$150 for first two hours \$50 additional hourly rate After hours rate \$125

AVAILABILITY

Priority will be given to PCPLD sponsored activities and events. All other groups will be given consideration on a first-come/first-served basis. The Library reserves the right to reschedule confirmed meeting room reservations to accommodate library meetings or events.

FEES

- A reservation will be held for 72 hours without payment. A signed contract and full payment must be made within 72 hours of the room request to secure the reservation.
- Cancellations must be made four or more days prior to event or the deposit is forfeit. Full fee is due three days prior to event or If full fee is not paid by 5:00 PM, three open days prior to the event, the event will be considered canceled and the deposit will be forfeit.
- There are additional fees for kitchenette and equipment use.
- Groups must know how to run the required equipment. If staff services are requested, there will be a \$20 per hour charge. This includes IT staff needed to run sound for an event.
- Groups that run past closing without prior approval, will be charged the Commercial rate.
- Additional rented equipment is for use in the meeting rooms only and is not permitted for use outside the meeting rooms.

GUIDELINES

Reservations must be made in advance by phone or in-person by an adult member of the group, 18 years of age or older, who has a valid Poplar Creek Public Library card. The person submitting the application will serve as the primary contact and must be present during the scheduled room use. The contact person is the only person authorized to make changes to room reservations, including cancellations.

Permission to use the meeting rooms does not in any way constitute an endorsement of the groups' policies and/or beliefs. All press releases, promotional materials and other forms of publicity produced by the booking organization must contain the following statement: **“Poplar Creek Public Library offers meeting room space to the community. It neither endorses nor sponsors this event, presenting individual, or organization.”** Failure to include this statement may result in cancellation of the reservation.

No organization may use PCPLD as its official address.

EQUIPMENT – For fees, see the application form

A kitchenette area is available for groups to serve food and beverages. Groups approved to use the facility must furnish their own refreshments and supplies.

A laptop and projector are available for groups to use. Use of library electronics must be arranged in advance.

RESTRICTIONS

The following conditions apply to public meeting room use:

- Meetings may not disrupt Library users or staff. PCPLD reserves the right to terminate meetings that disrupt or interfere with normal library operations.
- If liquor is to be served, **library approval must be sought in advance**
- Children and youth groups are required to use the meeting rooms under adult supervision in accordance with the Unattended Children Policy. The ratio of adults to children must be at least 1 to 8.
- All meetings must be over and the rooms vacated 30 minutes before the library closes.
- No fees may be charged for programs held in the rooms. This includes attendance, services or sales of any kind without library permission.

CANCELLATIONS

The contact person is the only person authorized to make changes to room reservations, including cancellations. Cancellations may not be rescinded. Groups that fail to give cancellation notices will have their reservations rights suspended.

PCPLD reserves the right to postpone or cancel any scheduled meetings. The Library will make every reasonable effort to contact the group and reschedule the reservation.

LIABILITY

Individuals and organizations using meeting rooms shall indemnify and hold harmless the Poplar Creek Public Library District, its Board of Trustees 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 or individual's use of the facility.

Meeting rooms must be left clean and in good condition. Groups failing to leave the facility in proper order may be denied future requests. Nails, tape, thumbtacks, or other fasteners may not be used to attach anything to the structure or to the furnishings. No posters or paraphernalia may be attached to the walls or furnishing in any manner. No glitter or confetti may be used without prior approval. Organizations or individuals using meeting rooms agree to pay for all damages and losses associated with the meeting in regards to the Library building, contents, and equipment. **A \$75 fee will be charged for any room that is not left in the same condition it is rented in.**

The Library is not responsible for the equipment, materials or personal possessions of meeting attendees.

**Poplar Creek Public Library District
Meeting Room Reservation/Rental Application Form**

To reserve or rent a meeting room, the Meeting Room Reservation/Rental Application Form should be completed and returned to the reception desk of the Poplar Creek Library. Please read the meeting room reservation/rental policy prior to completing the application form.

Responsible Party's Name: _____

Organization Name: _____

Library Card Number: _____

Purpose of Room Rental: _____

Address: _____ City: _____ Zip: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Daytime Fax Number: _____ E-mail Address: _____

Brief Description of the Nature of the Meeting

Day and Date Rental Desired: _____ Times

– Start: _____ Finish: _____

When requesting meeting time, please be sure to include adequate time for your group's setup and cleanup.

Please circle the applicable answers:

Will beverages be served? Yes No

Will liquor be served? Yes No (no one under 21 may be present if liquor is to be served)

Will food be served? Yes No

Will your group require the use of the kitchenette? Yes No

FEES:

Circle the room Requested Room 1 Room 2 Room 3 Rooms 2/3
Reservation Category Total _____

Number of Tables and Chairs _____

Total Estimated Attendance: _____ Number of Children: _____ Number of Adults: _____

ROOM SET-UP MUST BE GIVEN ONE WEEK BEFORE THE DAY OF MEETING (number of chairs and tables, etc)

(Draw a room setup below)

Electronics and Services:

Projector \$50 Total _____

Microphone \$25 Total _____

After Hours Additional Fee \$ _____ Total _____

Kitchenette access \$100 Total _____

Staff Assistance \$20 per hour _____ hours Total _____

Grand Total _____

Final Payment Received Yes / No _____

By completing this application, the applicant agrees that they have read and will abide by the Poplar Creek Library District's Room Rental Policy (a copy of which is attached) and to hold harmless, defend and indemnify the Board of Library Trustees of the Poplar Creek Public Library District and its officers, agents and employees from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses, including attorney's fees, arising from or related to the group or organization's use of the meeting room and other facilities.

Signature: _____ Date: _____

For Office Use Only: Calendar: Yes _____ Set-up: Yes _____

Date Application Received: _____

Approved or Denied/Date: _____

Date Group Notified of Approval/Denial: _____