

LIBRARY MEETING ROOM RESERVATION PROCEDURE

Priority will be given to:

- Library programming
- Superior District Board of Trustees
- Non-profit/civic organizations, including Friends of Bayliss Library
- Paid programs (business/closed social events)

Rental fee of \$25/hour (no partial hours) required of any person/organization selling goods or services, or events not open to the public:

Reservations

Groups wishing to use the meeting room must complete and sign an approved Meeting Room Application Form. Scheduling will be limited when necessary to ensure equitable access to the facilities for other groups. Booking of the meeting room is on a first come, first served basis and library use takes precedence. Rental fees are due upon registration

The library reserves the right to cancel permission to use the meeting room and/or to substitute facilities. The library will notify the group if the library is closed due to inclement weather or other reasons. It is the responsibility of the group to notify the library if their meeting is cancelled. Rental fees will only be refunded if the room is cancelled 48 or more hours prior to event.

The library does not assume liability for bodily injury or damage to personal property which occurs as a result of the actions of the sponsors or participants in meetings scheduled at the library.

Library staff may need to access the room during use for curbside services.

Meetings

Meetings booked without rental fees must be free and open to the public. The library will not publicize outside events and those events should not be publicized in a manner which suggests library sponsorship or affiliation.

The meeting room is available during the library's normal hours of operation. Users must vacate the meeting room no later than 15 minutes prior to closing.

Meetings that interfere with normal library functions will not be permitted. Meeting room reservations solely include the Community Room or library designated space. Library functions will continue during open hours.

User Responsibilities

- Each group will designate someone who will be responsible for the behavior of the participants.
- Groups may use the library's tables and chairs.

- Library staff is not available to change the room arrangement or provide support services, such as carrying equipment or materials or making photocopies. Photocopier is available for public use at \$.15 per page.
- Normal operation of the library is not to be disrupted by users of the meeting room.
- Materials are not to be attached to walls, windows, doors, or furnishings without written permission of authorized staff.
- Users are responsible for cleaning after up after themselves and for returning furniture and equipment to the prior locations in the room.
- Users are responsible and may be billed for any damage resulting from their use.
- Tobacco, drugs, and alcoholic beverages are not permitted.
- No open flames or smoke/smudging are allowed
- Users should notify staff upon departure.

Refreshments

Refreshments may be served. Groups will furnish their own equipment and leave the area clean. All trash will be removed from the room and placed inside the dumpster in the back of the building.

Audio Visual Equipment

Audio visual equipment may be used in the meeting room. Users must supply their own equipment unless arrangements have been made to have a library staff member available to operate the library's equipment.

City of Sault Ste. Marie posted occupancy limits will be observed at all times. Occupancy limits are: Meeting Room – 100 people, Children's Room – 60 people, Main Room – 90 people

The Library Manager (or designee) is responsible for the administration of these procedures.