

Meeting Room Policy

The Perry Public Library welcomes the use of its meeting rooms and study room for civic, cultural, educational, and public information meetings of groups based in Perry, or groups which have a significant number of Perry residents. Permission to use the meeting rooms or study room does not imply endorsement of any organization or the organization's viewpoint using the room.

It is the policy of the Perry Public Library Board of Trustees, and in accordance with the Director's goals, to allow non-profits organizations and groups to use the Library meeting rooms when the facilities are not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use does not disrupt the public's use and enjoyment of the Library. Such permissions are revocable and does not constitute a lease.

The Library does not discriminate in making rooms available for use based on viewpoints expressed by users or the race, color, national origin, religion, sex, sexual orientation, marital status, gender identity, creed, ancestry, political affiliations, physical limitations of its user, or presence of any sensory or mental disability. The Library Board delegates to the Library Director or his/her designee, the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Guidelines:

1. Library programs and library meetings will receive first consideration in the scheduling of any room.
2. The meeting rooms and study room are available without a meeting room charge for meetings or programs of nonprofit organizations of civic, cultural, service, educational, and governmental agency programs and meetings. All other events including recitals, family gatherings, and class reunions, will be charged a \$50 meeting room rental fee that is payable to the Perry Public Library prior to the use of the meeting room or the study room.
3. All meetings will be held during regular library hours, Monday through Friday. On Saturdays, the meeting room and the study room may only be rented for private parties from 11 a.m. to 3 p.m. No rentals for private parties will be made on Sundays. Any meetings requiring the use of the meeting room outside of normal library hours must receive the approval of the Director. All bookings shall be made in advance by a responsible person (over age 18). No standing reservations will be accepted.
4. There is a \$50.00 custodial deposit *regardless of the classification of the entity*, in addition to any rental fee, required for any serving of food or drink in the meeting room. Library kitchenette facilities are available for light refreshments in connection with meeting room. Food is prohibited in the study room. Patrons may have non-alcoholic beverages in the study room if the containers have lids. The \$50.00 custodial deposit will be returned once the room has been inspected by a library staff member and has been deemed to be in its original condition.

5. All rooms are set in a standard room set-up and groups are responsible for returning the room to the standard set-up. Groups will be charged for labor and materials to cover the cost of resetting the room, damage to the room or library equipment, or extraordinary room clean up that result from use.
6. The library will not care for, nor store any material for groups using the room. The Library will not be responsible for theft or damage of equipment or material supplied by users. This includes personal items.
7. Events must not be of a commercial nature, including transacting business or charging admittance fees except for author / book talk programs.
8. Attendance is limited to the posted room capacity, which can vary depending on the room arrangement. The Library will terminate meetings, programs, or events with attendance that exceeds room capacity.
9. The Library's Conduct Policy, the Vulnerable Adult and Child Policy along with all other relevant policies apply to use of the meeting rooms.
10. The library shall be notified if a cancellation becomes necessary. Failure to cancel in advance of the meeting will cause forfeiture of any fees and may result in denial of future reservations. No group may transfer use of the room to another group.
11. Upon arrival, all groups must check in at the Circulation Desk. The reserving adult must remain in the room throughout the reservation. The room will be inspected by Library staff and person reserving the room for condition at the end of the reservation time.
12. All entities using the meeting rooms must have the room cleaned, returned to standard set-up pattern, and staff checked at the end of the reservation time or the entity will forfeit their \$50 deposit.
13. All Library audio-visual equipment used by the renters must be inspected by Library Staff at the end of the reservation time to check its condition.

Reviewed May 2021