

Meeting Room Policies and User Expectations

This document outlines the policies and expectations for all groups and individuals using the Morris Area Public Library meeting rooms. All applicants must read and agree to these terms before using the space.

ELIGIBILITY & FEES

- Individuals reserving a meeting room must be **18 years or older** and may need to provide documentation to verify age.
- **Room Fees:**
 - **Library Cardholders (Non-commercial/Nonprofit 501(c)(3))** – *No charge*
 - **Non-Residents (Non-commercial/Nonprofit 501(c)(3))** – *\$50.00 per reservation*
 - **Commercial Use** – *\$100.00 per 2-hour session*
- **Payment is due at the time of reservation.** Reservations are not confirmed until payment is received. Payment may be made with cash, check or credit card.
- Refunds will only be issued if cancellation is received **at least 7 days in advance**. No refunds for no-shows or late cancellations.
- Additional fees may be charged for **cleaning (\$100 minimum)** or **damaged furniture/equipment**, as determined by library staff.
- The Library reserves the right to purchase additional insurance or security for any meeting they deem high risk **to be paid by the applicant**.

SCHEDULING AND RESERVATION PROCEDURES

- Library-sponsored and co-sponsored programs take precedence over other groups at all times.
- Rooms not in use for Library purposes are available on a first come, first serve basis and may be reserved for the current month and the subsequent two months.
- A Meeting Room Request form **must be completed** in order to reserve a meeting room. Applications are available at the Front Desk or on the Morris Area Public Library website.
- Meeting space is not considered reserved until **confirmation is provided to the applicant**.

GENERAL RULES FOR USE

- Maximum occupancy for the meeting room is **153 people**.
- All meetings must start **no earlier than 30 minutes after the Library opens** and end **at least 30 minutes before the Library closes**. Failure to vacate the meeting room will result in possible suspension from future use.
- **Room use is limited to two (2) hours per reservation**. Commercial groups must pay for each 2-hour session used.
- Groups may not transfer, sublet, or reassign their reserved time to another group or organization.
- **No admission fees**, sales, donations, or collections may be required or solicited from attendees.

SETUP & CLEANUP

- The library **does not provide** setup, cleanup, refreshments, office supplies, or technical assistance.

- Groups are responsible for:
 - Setting up and returning furniture/equipment to original positions.
 - Cleaning up all spills and removing trash.
 - Ensuring the room is left in neat, clean condition.
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RESTRICTIONS

- No items may be **affixed or adhered** to walls, doors, windows, or other surfaces.
 - **Open flames, heating elements, hazardous materials, tobacco products, firearms, and alcohol** are prohibited.
 - Light refreshments may be served **only inside the meeting room**. Groups must supply their own utensils and serving items.
 - Meetings may not disrupt regular library operations or patrons. Staff reserves the right to **terminate disruptive events**.
 - Library staff, the Director, and Library Board members reserve the right to observe any meeting to ensure adherence to all policies. This does not require the group to make the meeting public or advertise it as such.
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CHILDREN & SUPERVISION

- Groups bringing children are fully responsible for their care and supervision during the entire event.
 - Supervisors must ensure all children are picked up before leaving the premises.
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SPECIAL ACCOMMODATIONS

- If the meeting is open to the public, the applicant is responsible for:
 - Notifying attendees that **sign language interpretation** is available upon reasonable request.
 - Providing a qualified interpreter if needed.
 - Informing library staff in advance of any **special accommodation needs**.
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LIABILITY STATEMENT

- Use of library facilities **does not imply endorsement** of the group's policies, beliefs, or activities.
 - The Library is **not responsible** for lost, stolen, or damaged items or materials brought into the building.
 - The individual signing the application assumes **full legal and financial responsibility** for the group's use of the meeting room, including any additional fees for cleaning or damage.
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FINAL CHECK & COMPLIANCE

- Library staff will inspect the room **before and after** the meeting.
 - The **group representative must check in with staff upon arrival** before the meeting room will be open to participants.
 - **Failure to comply** with these rules may result in denied future access or additional charges.
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By signing the application, the representative acknowledges that they have read, understood, and agree to comply with these policies.

MEETING ROOM REQUEST

Name of Organization:

Address of Organization:

City:	Zip Code:	
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Desired Date(s):

Requested Start Time of Reservation:	Requested End Time of Reservation:
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Description of Meeting:

Will refreshments be served? YES NO	Number of People:	Number of Chairs: (max 50)	Number of Tables: (max 8)
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Primary Contact Information: (REQUIRED)

Full Name:

Library Card Number: (if applicable)

Address:

City:	Zip Code:	Phone Number:
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Email Address:

I have received and read the policies governing use of the meeting rooms, and agree to follow the user expectations.

Primary Contact Signature:	Date:
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Application for the use of a Library room does not guarantee approval. Meeting room use is granted based on availability and established priority of use. An email confirmation will be sent to the Primary Contact confirming or denying your request.

Additional Authorized Contacts:

Full Name:		Relationship:	
Phone Number:	Email Address:		

Full Name:		Relationship:	
Phone Number:	Email Address:		

Full Name:		Relationship:	
Phone Number:	Email Address:		

STAFF USE ONLY

Staff Initial and Date when received::	Application Approved? YES NO	Notification Date:	Fee? YES NO	Amount Due:
Room Set Up:				

Notes: