

Meeting Room and Grounds Use Policy

Reference: Adopted by the Library Board
 (Original date unknown)
 Revised and adopted by the Library Board, July 28, 2009
 Revised and adopted by the Library Board, May 27, 2014

The meeting rooms and grounds of the Cloquet Public Library shall be available for community use under the conditions prescribed or permitted by law and in accordance with policies adopted by the Library Board. The meeting rooms and grounds shall not be available for the financial benefit of private individuals or organizations.

Meeting rooms may be used only during regular library business hours unless special arrangements are made with the Library Director. Library-related organizations or functions will be given priority for room use.

Smoking, including electronic cigarettes, is not permitted anywhere in the building or on the library grounds.

All requests to use the meeting rooms, meeting room equipment, or grounds shall be made during regular library business hours.

The Library Board and/or Library Director reserves the right to:

- Cancel any use of the meeting room by giving two weeks' advance notice, or in case of inclement weather causing closure of the library, or in an emergency
- Limit the frequency that any one group may use the meeting rooms
- Limit reservations of rooms to no more than ten (10) weeks in advance

Use of the library meeting rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.

Fees

No fee will be charged for public meetings or meetings of an educational nature that are open to the public, or for use of the small meeting room.

The following fee schedule shall apply for private functions:

Large meeting room:

\$10 per hour up to \$30 total for 4 hours or less

\$60 for more than 4 hours

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The Library reserves the right to charge a damage deposit to groups that have not previously used the Library facilities.

RENTER RESPONSIBILITIES

Cancellation of a meeting room/grounds reservation must be made at least 48 hours prior to the scheduled use, or the group will be charged for use of the room. Exceptions may be made in the case of emergency weather situations with the approval of the Library Director.

The person who signs the rental agreement is responsible for ensuring that the group adheres to all library use policies and procedures, a copy of which will be provided upon reservation of the room.

Use of open flames, including candles, is prohibited.

Smoking and use of alcohol are not permitted in the library or on library grounds.

The renting organization/individual agrees to hold the Cloquet Public Library and the City of Cloquet harmless from any and all claims for damages from any source whatsoever, arising directly or indirectly out of the use of Library facilities, and agrees to indemnify and save harmless the Cloquet Public Library and the City of Cloquet, and defend the Cloquet Public Library and the City of Cloquet from all suits, claims, or allegations arising as a direct or indirect result of the agreement between the Cloquet Public Library and said organization and agrees to pay all costs of all legal fees in defense of the Cloquet Public Library and the City of Cloquet, all judgments, settlements or claims of any kind whatsoever.

Renter Responsibilities

The person who signs the rental agreement for use of a library meeting room is responsible for ensuring that the group adheres to the code of conduct and library use policies and procedures.

When groups using the library or its meeting rooms involve children school age or younger, an adult supervisor must be present at all times.

All groups are expected to clean up the facilities they use, and to return the facilities to the order and arrangement they were in prior to use. They are expected to:

- return tables and chairs to their original locations

- remove any and all garbage

- clean (wipe off) counters and table tops

- vacuum the carpet, and remove any spots

- remove any materials which they brought in (including pamphlets, posters, books, etc.)

If custodial services are necessary after the group has left, charges to cover entirely the cost of those services will be assessed to the renter.

In addition, the renter must agree to restore any damaged items to their original condition, and to replace severely damaged or lost items. Purchases or repairs will be arranged by library staff and cost will be billed to the renter.

If any group has received permission to use library facilities outside of regular library business hours, it will be responsible for any and all damage which may occur anywhere in the building while they are occupying any part of the building.

Use of library equipment is not permitted unless it is detailed on the rental request form and is approved by the Library Director or designee. Renter must agree to restore or replace any damaged or lost item. Purchases or repairs will be arranged by library staff and cost will be billed to the renter.

Open flames, including candles, are prohibited.

Smoking is not permitted in the library or on the library grounds.

Serving of alcoholic beverages is prohibited.