

University Park Public Library

Meeting Room Policies and Procedures

Rental Agreement:

Requests to book the University Park Public Library meeting room can be made through the Resident Online Center, by calling 311, or in person at the library front desk. A Meeting Room Application, available at the University Park Public Library and through the Resident Online Center, must be completed. When a request is made and completed application is turned in, library staff or the Resident Online Center will inform the requestor that their reservation is not valid until approved by the Library Director. The Library Director or designee will review the request and determine whether the use is appropriate.

Failure to comply with Meeting Room policies and procedures may result in the suspension of rental privileges. Applications may be rejected, and previously granted permission withdrawn, for violation of policies and procedures.

Reservations:

Reservations will be made on a first-come, first-serve basis. Each reservation can be made no more than thirty days in advance. Reservations are made for a single meeting. No multiple advance bookings are permitted. Meeting rooms can be reserved for a maximum of eight (8) hours.

The study rooms are for group study only and can be used for up to two hours. No selling, business or contract negotiations, money exchange, or financial transactions will be allowed in the study rooms. There is no charge for the use of these rooms, and reservations may be made in advance. The Local History / Conference Room may be used by special request at the discretion of the Library Director or designee.

Use of the Meeting Rooms by City Boards, Committees and City personnel shall take precedence over all other uses, even if an activity has been scheduled. In this instance, the renter will be notified as soon as possible by the City to make other arrangements.

Rental Periods:

The Meeting Room is available for use from 8:30am to library closing time. Meetings should end ten minutes before closing time so that the meeting room will be cleared promptly.

Payment Policy:

The fees for rent the meeting room are included in the City of University Park's Master Fee Schedule. Payment must be made at least one week prior to the reserved date. The library accepts payment by cash or check.

Damage Policy:

Organizations or groups conducting or sponsoring meetings shall assume total responsibility for any and all damages to the room and contents during the course of the meeting/function. The person making the reservation shall attend the meeting and designate an alternate when making the reservation.

Catering Policy:

Refreshments may be served in the Meeting Rooms; however, the Library does not furnish dishes or kitchen equipment. All facilities must be left in a clean and orderly condition.

Set up/Tear down:

Renters and their vendors must vacate the room promptly at the conclusion of the contracted time frame. The length of time required by any vendor to set up or break down for an event is included in the occupancy period for the renter. Renters must agree to leave the premises in good condition. Renters must return Meeting Room furniture to its original place at the conclusion of their meeting.

Decorations:

Nails or tacks are not to be used on Library Meeting Room walls. Loose glitter and confetti are not permitted. Decorative materials must be colored with water-soluble dyes. Candles, incense, or any other open flames are not permitted.

Tobacco:

Tobacco is not allowed in the Library or any City facility.

Security:

The City of University Park reserves the right to determine if police security is required during a scheduled activity. The City of University Park will determine the number of officers and hours required. The renter is responsible for this expense and will pay the City on the day of event by check.

Occupancy Levels:

The occupancy level posted by the Fire Marshal must be followed.

Rights of Rentors:

Renters shall not obstruct, interfere, injure or annoy other users of the library. The Library Director reserves the right to refuse application for the Meeting Room that will disrupt the normal use of the library. Renters will comply with the **University Park Public Library Code of Conduct**.

Renters cannot sublease or assign its contracted space to another individual, group, or organization. All vendor space must be approved by the Library Director and, if applicable, by the Fire Marshal. No

selling, contract negotiations, money exchange, or financial transactions will be allowed in any meeting rooms without written authorization from the Library Director.