



Bessemer Public Library

Meeting Rooms Policy

The Bessemer Public Library has a one hundred (100) seat capacity Auditorium and a ten (10) seat capacity Meeting Room that may be used by community groups when Library activities are not occupying the room. Use of the meeting room facilities is subject to the rules and regulations established by the Library Board of Trustees.

Programs may not be disruptive to the Library or its mission. The Library reserves the right to ask any group to leave its premises if the behavior of the group is deemed disruptive or inappropriate in accordance with Library service policy.

Meeting Times: Meetings may only be conducted during the library's normal hours of operation and only on the days that the library is open, unless other arrangements are made with the Director. The rental rate for afterhours meetings or events are at an increased rate as indicated on the schedule to cover personnel and security costs. One (1) hour will be allowed for a limited number of persons to setup prior to the designated start time for the event. Groups may not enter rooms early or remain later, than the designated times reserved by the group's contact person at the time of application. The meeting or event must be concluded to allow enough time for cleanup within your scheduled period. The following hours are available for meeting room usage:

Bessemer Public Library Regular Schedule

<u>Days</u>	<u>Hours</u>
Monday	9 a.m. – 8 p.m.
Tuesday	9 a.m. – 6 p.m.
Wednesday	9 a.m. – 6 p.m.
Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	10 a.m. – 4 p.m.
Sunday	Closed

The fact that a group is permitted to meet at the Bessemer Public Library does **NOT**, in any way, constitute an endorsement of the group's policies or beliefs. The Library Director reserves the right to cancel any reservation with, or without prior notice.

Reservations: Use of the meeting room needs to be arranged beforehand with the Circulation Manager or Director. If neither of these persons are present, the supervisor in charge may take reservations. Each group must fill out an application form and provide name and address of a contact person for the group prior to using the room. Recurring reservations will be accepted for up to four months and must then be renewed to remain in force. Booking of the meeting rooms is on a first-come first-served basis, and library use takes precedence.

Applications must be submitted during regular business hours. Groups wishing to book a meeting room must submit a Meeting Room Application to the Administrative staff no later than ten (10) days prior to the date requested. For groups wishing to book an afterhours event, Applications must be received no later than thirty (30) days prior to the event. All applicants are subject to approval by the Library Director.

Should there be a scheduling conflict, library sponsored events will have priority. The Library will attempt to inform any group using the meeting room as early as possible. The use of the meeting rooms must not interfere with the use of the Library by others.

Payment of a non-refundable fee of \$50 is required at the time a reservation is made for the requested space. Upon contacting the library, if the space is available, we will tentatively reserve it for you for three (3) business days, however, no space is to be considered confirmed until this fee is paid. If the fee is not paid within three business days, the space will become available for other patrons. All fees must be paid in-full ten (10) business days prior to event.

Fees are charged to cover the costs of utilities, building maintenance, general wear and tear. Additional fees are charged if the group uses library audiovisual equipment. Fees must be paid before the meeting begins. A non-refundable \$50.00 deposit is required to reserve room.

Auditorium rental fee (Capacity 100)	\$150 for up to 4 hours
Auditorium rental fee with food/drink (Capacity 100)	\$175 for up to 4 hours
The Marvel City Room (Capacity 10)	\$50 for up to 4 hours
The Marvel City Room with food/drink (Capacity 10)	\$75 for up to 4 hours
Use of DVD player, projector, speaker and laptop	\$75
<i>Library is NOT responsible for technical difficulties</i>	

Rates for use of the auditorium scheduled on Fridays and Saturdays after normal business hours are: \$200 for auditorium for up to 4 hours + \$30 per hour for Security provided by Bessemer Police Department.

To reschedule or transfer a reservation, cancellations must be made at least five (5) business days in advance of a scheduled meeting. If these conditions are not met, the deposit will be forfeited and no rescheduling allowed.

Beer and Wine are the only alcoholic beverage allowed to be served. The consumption of alcoholic beverages will not be allowed outside the meeting area.

Any event serving alcohol will require a payment of a \$300 cash or money order security deposit (Security Deposit) at the time of reservation. Said deposit(s) will be refunded if the meeting room facility is found to be in satisfactory condition following the event. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited in whole or in part. Unsatisfactory conditions include but are not limited to: stains, gum or burns on carpets, damaged walls or ceiling tiles, broken furniture, damaged and/or broken audio equipment and/or appliances, etc.

Additionally, the Renter must pay in advance the cost of Security in the form of a uniformed off duty City of Bessemer Police Department Officer at their current hourly rate.

The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information.

Library staff will not accept calls or relay messages to people attending meetings except in **emergencies**.

Purposes for Which Meetings May Be Held

The meeting rooms may be used for the following lawful purposes:

1. Commercial
2. Non- Commercial
3. Small parties, receptions, and ceremonies ("Social Events") that will not be disruptive to library business, whether or not they are held in connection with commercial enterprises.

Meeting is considered to have a commercial purpose if:

1. Any charges or fees are required to attend the meeting
2. Goods or services are sold, or offered for sale, at the meeting
3. The meeting promotes a commercial enterprise

The following are exempt from meeting room rental fees:

- a) Library-sponsored meetings or programs
- b) Friends of the Library meetings or programs
- c) City Department meetings or programs
- d) Municipal meetings and functions
- e) Bessemer Board of Education meetings or programs
- f) State or Federal agency interviews with local residents
- g) Free reading instruction by volunteers of recognized literacy groups
- h) Free tax service by volunteers of a recognized organization
- i) Bessemer Public Library Foundation
- j) Any other purpose approved by the Director or Trustee Board

User Responsibilities: Groups are responsible for leaving the meeting room in order. If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room.

Audio-Visual Equipment: The Library's AV equipment may be used in the meeting rooms for a fee. If unfamiliar with the operation of the equipment, users are requested to meet beforehand with Library staff to be

instructed in the safe use of the equipment. Users are requested to notify library staff if equipment is not functioning properly.

Refreshments: The serving of refreshments is permitted; however, groups must bring their own serving and cleanup supplies. Users shall deposit trash in an appropriate container.

Code of Conduct: Users of any of the meeting rooms are required to comply with the following rules of conduct:

Groups or individuals under the age of twenty-one (21) must have an adult sponsor in attendance at all times during their meetings.

Normal operations of the library are not to be disrupted by users of the meeting rooms.

If the meeting or activity for which the room was rented has been cancelled, the contact person for the group is requested to notify library staff so that others may use the room. **Deposit is non-refundable.**

Groups may not exceed the capacity of the meeting room.

The meeting room must be left in a state of order and cleanliness.

Materials are not to be attached to walls, doors or furnishings.

No promotional or informational materials may be left in the meeting room or library by any meeting room user.

Groups are responsible for repair and/or replacement costs for all damages to facilities and furnishings which occur during use.

All applicants must be 21 years or older and present a valid Driver's License or State issued I.D.

The authorized representative must be present during the entire meeting.

Children must be supervised at all times. The library is not responsible for children left unattended while their parent or guardian is in a meeting at the library.

The rooms will be scheduled on a first-come, first-served basis, up to twelve months in advance.

Up to six meetings per year may be scheduled in advance.

Applications for recurring meeting room use must be renewed yearly in January. Groups that wish to make application for a series of meetings should only fill out one application per year. Fees for each meeting must be paid at the time the application is submitted.

The library reserves the right to relocate a group within the library if circumstances warrant.

By order of the City of Bessemer Fire Marshal, attendance at meetings is limited to the capacity of the room assigned. Seating and/or supplementary furniture is not allowed in corridors outside rooms.

Fire code prohibits any open flames, including such things as incenses or candles.

Furniture and/or equipment from the main area of the library or lobby may not be brought into the meeting room.

Smoking is not permitted.

Pets are **NOT** allowed in the library except service animals.

The meeting rooms must be left in good order, with trash properly bagged and left in the designated area, lights turned out, and any appliance used cleaned and turned off. **Abuse of Library property will result in the loss of your deposit and any additional costs required for the-repair or replacement of damaged property and/or the loss or permission to use the meeting/conference rooms.**

Signs, decorations, or other objects are **NOT** to be taped or attached to walls, doors, or columns in any manner. No equipment or furniture is to be removed from the meeting rooms. Groups using the rooms are responsible for reimbursing the library for any damage to library furniture or equipment.

Library staff may enter the meeting room at any time during a scheduled meeting.

The Library is not responsible for damage to any equipment or any other item brought onto the premises.

The Library is not responsible for items left in its facilities. Storage space and porter services are not available.

Groups or organizations using the meeting rooms may not discriminate on the basis of race, color, national origin, sex, religion, age, or disabled status in the provision of services.

The Library Director or Board reserves the right to amend any regulation without prior notice.

Excessive noise or disruption to the functions of the Library is not permitted. Music and noise must be kept to a reasonable level, and in accordance with the City's noise ordinance. After first giving warning, the Library reserves the right to terminate any activity which is deemed disruptive.

When a severe weather warning, or other emergency notification is issued, the Library staff will follow evacuation procedures, and all parties are expected to comply with Library procedures.

If one-time events in the meeting rooms are canceled due to inclement weather, events will be Rescheduled for another date, or a full refund will be provided.

If any regularly scheduled meeting is canceled due to inclement weather, the group will be given an opportunity to reschedule its meeting or a credit will be applied to its next event's fees.

The Library Director reserves the right to waive library meeting room fees as circumstances warrant.

The Library may cancel use of the meeting rooms to any group who fails to comply with these rules and regulations, and for any other non- discriminatory reason deemed in the best public interest or in the interest of the Library.

Adopted _____, 2022 by the Library Board of Trustees.