

Marshall Lyon County Library Meeting and Study Room Guidelines



Please see the Marshall Lyon County Library **Meeting and Study Room Policy** for an overview, priorities, and conditions for using a room.

Section 1. Regulations For Use

- All rooms, including furniture and equipment, are to be used for their intended and proper purposes. Permission must be requested for additional furniture or equipment to be brought into a room.
- Individuals, groups and organizations using a room are fiscally responsible the condition of the room after use, including any damage done to the room, the fixtures and any Library-owned property within. They are also responsible for the return of all Library equipment, furniture or supplies that were brought into the room for their use.
- All groups not affiliated with the Library will fill out a Room Reservation Application each time a room is reserved. These Applications will be held on file with the Library for two years, after which they will be shredded.
- One person will be identified as the contact person on the Application and this is the person with whom the Library will speak regarding reservations, usage, cancellations and/or any issues.
- If the room is rented for a fee, the person who made the reservation may decide who can be in the room during the event or program.
- Library staff may enter and remain in a room at any time the room is in use.
- The maximum capacity of each room must be observed at all times.
- Nothing may be affixed or mounted in any way to the doors, walls, windows, furniture, fixtures or equipment without the express permission of Library staff.
- If a white board is present in the room, the Library will supply dry-erase markers and an eraser. All other supplies, including but not limited to paper, pencils, easel pads, markers, etc. must be provided by the group.
- Telephone calls or other messages for individuals or groups using a room will not be taken by Library staff, unless there is an emergency.
- If food and/or beverages are served, groups are responsible for providing their own plates, napkins, utensils and cups. Groups are also responsible for cleaning the room back to its previous condition, cleaning up any spills and taking food, beverages and serving products with them when they leave.
- The Library recycles and each room has both a garbage can and a blue recycle can; all groups must recycle, placing only appropriate recycling items in the blue can.
- The person reserving the room is responsible for making sure those in attendance know about, understand and comply with these Regulations, particularly in regard to parking and recycling.

Section 2. Reservations and Cancellations

Reservations

- All rooms may be reserved, with the exception of the Study Rooms, which are available on a first come, first serve basis. The Library, however, may choose to reserve Study Rooms in some situations.

- Reservations may be made up to eight (8) weeks in advance.
- Reservations are considered to be confirmed only when the Room Reservation Application has been submitted and any related fees for rental, if applicable, have been paid. Inquiries about dates, times and/or what may be accommodated are welcome by telephone or email at any time.
- All reservations must include set-up and tear-down/clean-up time. All groups agree to start no earlier and be out no later than what is stated on the Application form.
- An individual must be 18 years or older to make a room reservation. Adults must be present if children under the age of 16 will be using a room, with the exception of the Study Rooms and Teen Room, when checked out from the Main Desk.

Cancellations

- Room cancellations may be made up to 48 hours ahead of the event for a full refund of fees.
- Cancellations within 48 hours or less of the event may incur a penalty, at the discretion of the Library Director or designee.
- The Library may cancel a room reservation at any time, including but not limited to an emergency closure of the building, a conflict with another group's use or the Library's need. As much notice will be given as possible and all fees will be refunded in full.
- Any group that does not show up within 30 minutes of their reservation time will consider the reservation cancelled automatically and forfeit all paid fees.
- A group may not use a room more than twice a month, unless allowed by the Library Director or designee.

Section 3. Technology

- WiFi access is available throughout the Library, including in the meeting and study rooms. The Library may provide computer equipment and/or staff help for a \$20 fee. Groups may provide their own computer equipment but the Library is not liable for any issues that may occur, nor are they available to help or troubleshoot non-Library equipment. There is no access to data or telephone lines in any of the rooms.
- Some rooms come equipped with ceiling-mounted projectors.

Section 4. Room Descriptions and Regulations

Community Room: The largest and most flexible of all the Library rooms, there are few restrictions beyond the general Conditions and Regulations listed in the Policy and Guidelines.

- Furnishings and Equipment ~ The room has:
 - Twelve tables (12), one hundred (100) chairs, a podium, a cabinet with a countertop, a large whiteboard, closet to hang coats; a maximum capacity of 108 people
 - Screen and ceiling-mounted projector; Smart Board; sound system
 - Shades that cover windows looking out over the Reading Garden and the front
- Food and Drink ~ Food and drink are allowed in this room, from light snacks to full meals (hot or cold) and beverages without lids. The Kitchenette fee is required for all meals; it may be required on smaller offered foods depending on what is being served, including brewing and serving coffee.

- Set-up and clean-up ~ Generally, this room is kept clear of all furniture and each group sets up the room as they want it and then tears it back down when finished. Occasionally, Library staff may ask to have tables and/or chairs left out for the next group using the room. However, the general requirements are:
 - Tables and chairs taken down and put away
 - If used, sound system turned off and podium in the front of the room
 - Adjusted shades must be put back to their original position
 - If food is served or crafting is done:
 - the tables and countertop must be wiped
 - all spills must be cleaned up
 - all food and serving items must be removed
- Fees ~ If the group qualifies, this room may be used for free. If not a public meeting, there is a \$30 per hour charge; a \$50 deposit may be required, depending on food served or activity that is scheduled.

Kitchenette: The kitchen is available for any group who has the Community Room reserved for an additional \$25 fee. This fee may be required or the group reserving the room may decide, depending on what the activity is in the room and/or what food is being served.

- Equipment ~ The room has:
 - Microwave, sink, refrigerator/freezer
 - Dish cloth and towel, dish soap
 - All other tools, dishes and utensils are for Library use only
- Clean up ~ The kitchen must be cleaned and put back to the original state:
 - Countertops and sink must be wiped
 - The floor must be clean of any spills or dropped food
 - All food, dishes, utensils and serving items that are brought in must be removed
 - Any food stored in the refrigerator/freezer must be removed

Minnesota Room: The Library does not accept all Application requests for this room, as it is used for research, group study and holds a collection of special materials relating to the region and the state. Any meetings held in this room must allow staff or customers to come in to retrieve materials while a group is using it. No crafting may be held this room, unless permission is given by the Director.

- Furnishings and Equipment ~ The room has:
 - Conference table, twelve chairs (12), a cabinet with a countertop, easel that is a small whiteboard or can hold a large tablet; may request up to 8-10 additional chairs with a maximum capacity of 22 people
 - Screen and ceiling-mounted projector
 - Shades that cover windows looking out over the Reading Garden
- Food and Drink ~ Generally, no food and only beverages with secure lids are allowed in this room. At the discretion of the Library Director or designee, light snacks may be allowed. Coffee may not be brewed or served in this room.

- Set-up and clean-up ~ The set-up in this room is permanent; the conference table may not be moved; the room must be put back to its original set-up and condition when finished.
 - Additional chairs must be returned to the room(s) they belong
 - Adjusted shades must be put back to their original position
 - If food is served:
 - the table and countertop must be wiped
 - all spills must be cleaned up
 - any overflowing garbage must be removed
 - all food and serving items must be removed
- Fees ~ If a group qualifies, this room may be used for free. On occasion, the Library may rent the room at a cost of \$30 per hour for no longer than a 3-hour block. A \$50 damage deposit may be required if food is served.

Teen Room: This room may be reserved or used on a first come, first serve basis if no one has reserved it. Crafting groups may use this room but a damage deposit may be required depending on the crafting supplies being used.

- Furnishings and Equipment ~ The room has:
 - Small electrified conference table, six (6) chairs, may request up to 4 additional chairs with a maximum capacity of 10 people
 - Whiteboard
 - Shades that cover windows looking out the back
- Food and Drink ~ Light snacks and beverages with secure lids are allowed in this room. Coffee may not be brewed or served in this room.
- Set-up and clean-up ~ The set-up in this room is permanent; the conference table may not be moved; the room must be put back to its original set-up and condition when finished.
 - Additional chairs must be returned to the room(s) they belong
 - Adjusted shades must be put back to their original position
 - If food is served or used for crafts:
 - the table and countertop must be wiped
 - all spills must be cleaned up
 - any overflowing garbage must be removed
 - all food, serving items and crafting materials must be removed
- Fees ~ If a group qualifies, this room may be used for free. This room may also be rented at a cost of \$20 per hour. A \$50 damage deposit may be required for food or crafting involving liquids.

Study Rooms: There are four (4) study rooms available on a first come, first serve basis. On occasion, the Library may reserve one or more rooms at the discretion of the Library Director or designee. If demand for a room is high, the Library reserves the right to limit the amount of time a person may check out a room on a given day. No personal items may be left overnight without the permission of the Library Director.

- Furnishings and Equipment ~ Each room has:
 - Small table and two chairs, may request an additional chair may be brought in, for a maximum number of 3 people
- Food and Drink ~ Light snacks and beverages with secure lids are allowed.

- Set-up and clean-up ~ The set-up is permanent; the room must be put back to its original set-up and condition when finished.
 - Additional chair(s) must be returned from where they came
 - Customers are responsible for cleaning up any spills, throwing away all garbage and removing all food and beverage items.
- Fees ~ These rooms are always free. A customer may be billed for any clean-up or damage to walls, furniture or table.