

Mooresville Public Library

Bonita C. Marley

Community Room Policy

1. Purpose

As the information center for our community, the Mooresville Public Library (MPL) encourages the free expression of ideas essential to a democratic society. One such service the library is able to provide is a community meeting room. The Bonita C. Marley Community Room provides the Mooresville/Brown Township community with meeting facilities. In keeping with the library board's philosophy of free public service to the community, groups using the room may not charge admission fees or have collections for the purpose of making sales. However, organizations may charge a moderate fee to defray costs of a speaker, programs, books or materials or deposit/ damage fees associated with the room. Groups are encouraged to contribute money, materials or services to the library.

The Bonita C. Marley Community Room is not for social gatherings, political rallies, religious services or personal/family events. Appropriate library behavior is expected. (See Library Behavior Policy)

The Mooresville Public Library does not promote or endorse the views of a particular group, their policies or beliefs presented at a meeting held in the library's facilities.

2. Qualifying Organizations

A local group, organization, government agency or business whose mission is primarily civically, culturally or educationally oriented and who serves the Mooresville / Brown Township community may use the Bonita C. Marley Community Room. Furthermore, the organization's meeting purpose and objective must be in the public interest. The group must be a legal, non-profit, non-commercial, non-sectarian, and politically non-partisan organization.

Events, such as author visits, book signings, or book sales hosted by the Friends of the Mooresville Public Library or the Library are permitted.

3. General Guidelines

The Bonita C. Marley Community Room is available between 6:00 am and 10:00 pm seven days a week, on a first come, first served basis. Reservations for the room are required and need to be made at least 24-hours in advance. Groups using the community room are guests of the library and their use of the space should reflect that understanding. Persons attending activities in the Bonita C. Marley Community Room are subject to all library policies.

- Groups or organizations making a request for reservations must have one person as their designated representative. This representative is solely responsible for all arrangements with the library and considered responsible for following all Mooresville Public Library policies. (See section 6).
- A calendar of all events and meetings will be maintained at the library.
- The Library Director and/or Board of Trustees reserves the right to refuse the use of the Bonita C. Marley Community Room to any group or activity that they believe is not in concert with the guidelines outlined in the policy.
- Organizations using the Bonita C. Marley Community Room will receive a copy of this policy and must observe this policy to use the room.
- The seating capacity of the Bonita C. Marley Community Room is 200 persons (100 with tables and chairs).
- Provisions can be made for groups to meet past closing hours. Groups are requested to vacate the building promptly at 10 p.m.
- Each group will be responsible for setting up and returning the Bonita C. Marley Community Room to its original condition (A reference photo is posted in the Bonita C. Marley Community Room).
- Smoking and alcoholic beverages are strictly prohibited on library property.
- Candles or fire-lighted materials are prohibited.
- There is no baby-sitting service for children in the library for those attending meetings. Children must be supervised at all times by adults responsible for their care.
- The library will not be responsible for any property left on the premises.

The following uses are expressly **prohibited** of the library's community room:

- Persons buying, selling, advertising, or trading products or services (other than educational services or a paid tutor) for cash or other consideration (except in support of the library).
- Political rallies or meetings, religious services or instruction and personal or family events.
- No items are to be attached to walls, ceiling, windows, doors, or any other library property.

Use of the Bonita C. Marley Community Room must not disrupt other library patrons or activities. The Library Board of Trustees reserves the right to review and refuse any reservation requests and may demand sufficient time to make proper investigation before granting approval.

Any exception to the above General Guidelines must be approved by the Mooresville Public Library Board of Trustees.

4. Reservations

Reservations may be made through the Library's online room reservation program, by telephone, or in person at the Adult Reference desk. At the time of the reservation request, the individual or group requesting the room must complete the Bonita C. Marley Community Room Reservation Request Form (MPL form 12). Failure to complete or to provide complete and accurate information may result in the delay or denial of the request.

- Requests are considered in the order in which they are received, subject to following priority levels.
 1. Library use (priority)
 2. Local non-profit groups/organizations and government agencies
 3. Patrons and Benefactors
 4. Local businesses
 - The room may be reserved only by adults 18 years or older.
 - The room may be reserved up to twelve months in advanced with a maximum of twelve (12) requests per organization within a twelve month period. Special permission for additional requests or consecutive usage will be reviewed by the Director and/or the MPL Board of Trustees.
 - Groups or organizations making a request for reservations must have one person as their designated representative. Failure to designate a representative may delay the reservation process or forfeit the request completely. (See section 6).

Within two business days of making the reservation request, the group representative will be notified of the request decision.

5. Cancellations

An advance notice of 24 hours must be given to the Library in the event that a scheduled use is to be cancelled. Failure to provide a 24-hour cancellation notice may result in forfeiture of the user's deposit. If an organization cancels or is a no-show more than two times, future reservations will be cancelled and the room will be made available for other organizations.

6. RESPONSIBILITIES OF DESIGNATED REPRESENTATIVE

The designated representative (D.R.) of a group or organization using the Bonita C. Marley Community Room serves as the contact person between the library and the group. The D.R. is solely responsible for arrangements with the library and is also responsible for the following:

- Ensuring the group's compliance with all library policies;
- Providing a completed room reservation request form to the library at least 24 hours in advance of the proposed use;
- Providing the deposit or other fees to the library as specified in section seven below;
- Visiting the library to obtain an after-hours security alarm access code (if applicable);
- Visiting the community room to determine if available technologies are suitable for the group's needs.

The D.R. shall be held personally accountable for any costs associated with the group's use of the community room.

7. DEPOSITS & FEES

The following deposits and fees apply for groups or individuals using the Bonita C. Marley Community Room. As used herein, the "applicant" is a group or individual using the community room.

Deposit

The library requires all groups or individuals using the community room to pay a \$30 refundable deposit.

Cleaning and damage costs, as well as other fees (as explained herein), shall be deducted from the \$30 deposit, and if the deposit is insufficient to cover these expenses, then the applicant shall be responsible for such additional costs.

Deposit refunds (less deductions as explained herein) shall be made within 10 days following the applicant's use of the community room. The applicant's designated representative may pick-up deposit refunds at the library during its normal operating hours. If the applicant wishes a deposit refund to be mailed, applicant must furnish a stamped, self-addressed envelope to the library at the time such deposit is tendered.

Cleaning & Damage Repair Costs

The applicant shall be responsible for any and all cleaning costs (or other expenses to repair damages) incurred as a result of applicant's use of the community room.

After-Hours Facility Use Fee

Groups or individuals using the community room before or after the library's operating hours, or when the library is closed, shall pay a non-refundable \$50 after-hours facility use fee.

False Security Alarm Fee

Applicants using the community room outside of the library's operating hours are provided a temporary security code for the library's alarm system. If the applicant causes a "false alarm" to be activated, a \$25 false security alarm fee will be charged to the applicant.

Serving of Food or Beverages

If a group or individual using the community room serves food or beverages, then a \$30 non-refundable food & beverage fee shall be charged to the applicant. This fee is in addition to all other fees, including the \$30 deposit. The \$30 deposit cannot be substituted for the food & beverage fee.

Payment of Deposit and Fees

The applicant shall pay to the library the deposit, food & beverage fee, after-hours facility use fee, or other specified fees at the time a room reservation request is made. If this is impracticable, the applicant must make such payments within five days of library notification that the room reservation request has been approved. Failure to pay this deposit within this time period may result in cancellation of room reservation. Payment of the false security alarm fee or additional charges assessed for cleaning and damages shall be made within 30 days of the applicant's use of the community room.

8. Beverages and Food

Limited kitchen facilities are available for the serving of light refreshments. The Library is unable to accommodate the preparation and serving of full meals. Groups using the Bonita C. Marley Community Room are expected to place all trash and garbage in trash bags or receptacles provided. The area is to be left clean and in its original layout (A reference photo is posted in the Bonita C. Marley Community Room).

- Refreshments and non-alcoholic beverages may be served in the Bonita C. Marley Community Room, but may not be carried to other parts of the building.
- Any catering service employed by a group using the Bonita C. Marley Community Room assumes the responsibility for the removal of all trash. For the group's convenience, the Library's trash receptacle, located at the southwest end of the parking lot, may be used to dispose of the group's trash.

According to Section 7, a fee will be charged to groups serving food and/or beverages to cover the MPL's additional cleaning fees.

9. Equipment

The Library is able to offer to the users of the Bonita C. Marley Community Room some of the latest electronic and multi-media equipment available. A complete list of this equipment is listed on the *Room Reservation Request Form* (MPL form-12). The Library will do its best to accommodate a group's request to use our equipment, but the group must make its request at the time they make their reservation. If any special equipment that is requested less than 24-hours prior to the group's meeting time the Library may not be able to meet their request.

The Library is unable to provide technological support for electronic and multi-media equipment. The group's designated representative is expected to provide such resources as needed to use the electronic and/or multi-media equipment requested.

It is the responsibility of the group using the Bonita C. Marley Community Room to set up, arrange, and take down any needed chairs and/or tables. The Library and its staff are unable to assist in this matter. Prior to vacating the building, it is the group's responsibility to return the Bonita C. Marley Community Room to its original layout as shown on the reference photo is posted in the room.

The group's designated representative will be responsible for the disappearance and/or damage to any and all equipment in the Bonita C. Marley Community Room.

Room use during non-business hours

If a group's starting and/or ending time for its meeting is outside the Library's normal operating hours, the group's designated representative must meet, in person, with the Reference/Special Projects Coordinator to obtain an access code for the Library's security system. This cannot be on-line or over the phone.

Complete instructions on the use of the Library's security system will be provided to the group's designated representative, who must obtain the appropriate security codes and instructions at least 24-hours before the group's meeting time.

10. Lost Items or Personal Injury

The Library is not liable for injuries or damage to people, property, individuals, or organizations using the Bonita C. Marley Community Room.

Approved and adopted by the Mooresville Public Library Board on February 1, 1998, reviewed 1994, and revised July 7, 1997, August 4, 2003, February 6, 2006, September 5, 2006, and June 2, 2014.

This policy is subject to revision at the discretion of the Mooresville Public Library Board of Trustees.

Equipment available upon request: slide projector, TV with VCR, and wireless microphone.