

Florence-Lauderdale Public Library

MEETING ROOMS

POLICY

The Florence-Lauderdale Public Library provides meeting rooms for use by community groups and organizations when space is available. The primary purpose of Library meeting rooms is to serve the needs of library-sponsored programs and services, and such functions shall always have priority. The Meeting Rooms are primarily available to the following types of groups:

- Educational
- Civic
- Cultural
- Governmental
- Political organizations provided that the meeting is not related to specific candidates or campaigns and does not include fund raising
- Employee groups of commercial firms licensed to do business in the local area provided that the room is not used for sales, promotional, or profit-making ventures (\$150 non-refundable fee for a four hour meeting, and \$300 for an eight hour meeting, payable prior to meeting)
- Profit-making organizations licensed to do business in the local area sponsoring educational programs of a non-profit nature, provided the meetings are open to the public (\$150 for a four hour meeting, and \$300 for an eight hour meeting, non-refundable fee per meeting, payable prior to meeting)
- Commercial firms not licensed in the local area must have the approval from the Executive Director to schedule the room.
- Denominational groups, affiliated with more than one church, provided no religious services or classes are conducted.

Library meeting rooms may not be used for the following:

- Private functions or purely social gatherings, including parties, recitals, ceremonies, banquets
- Fund-raising activities, except those for which the Library is the beneficiary
- Commercial ventures

GUIDELINES FOR USE

- All meetings must be open to the general public.
- Meeting rooms are available for use only during the operational hours of the Library. Groups are expected to be out of the library by closing time.
- Admission and/or participation fees may not be charged except where the charge is nominal and for a nonprofit educational purpose. Such fees must be noted on the meeting room application and are subject to approval by the Library Director.
- The distribution and/or consumption of alcohol are prohibited.
- Simple foods, such as boxed lunches and finger foods, may be served by groups using the meeting rooms. All utensils, serving necessities, and paper products must be supplied by the group using the room. Coffee and filters for the coffee maker must also be supplied. The group is responsible for leaving the kitchenette in its original condition. Food served in the meeting rooms may not be taken into other areas of the library. Groups may also purchase food from the Library's Coffee Shop for use in meeting rooms (call 765-1988 for menu and prices.)
- Banners, literature, or other signage may not be placed anywhere in the Library without the Library Director's permission. Nothing should be hung on meeting room walls or furniture without approval of hanging material, i.e. tape, push pins, etc., by Library Director.
- Rooms are assigned on a first come basis. The Library reserves the right to relocate a group within the Library if circumstances warrant.
- In the unlikely event the Library needs to preempt a scheduled meeting room event, every effort will be made to accommodate the event.
- Room setup is the responsibility of the group using the meeting room. Any requests for special equipment or furnishings must be made at time of application.
- Groups of individuals under the age of 21 must have an adult sponsor in attendance at their meetings at all times.

- Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian attends a function in the meeting room.
- Persons attending meetings are subject to all Library rules and regulations. Excessive noise or disruption to the functions of the Library is not permitted. The Library reserves the right to stop meetings that are disruptive to Library operations.
- The Library may deny use of the room to a group who has abused its past privileges in using the meeting rooms or other Library facilities.
- Groups may not use the Library as their mailing address, nor may they state or imply that the Library sponsors or endorses their meeting.
- The Library meeting rooms must be left in a clean and orderly condition, including the kitchenette, if used. The Library will be responsible for routine vacuuming, sweeping, and emptying of waste cans. Tables, chairs, and equipment must be returned to their original arrangements after each meeting.
- The person signing the application form is considered responsible for any charges associated with repairs of damage to facilities and/or for any fees associated with necessary extra cleaning.
- The Library is not responsible for items left in its facilities. Storage space is not available for group equipment or other items.
- Groups may be required to provide written documentation (such as a charter, bylaws, articles of incorporation, etc.) as to the nature of their group to the Library Director prior to approval for use of the meeting room.

APPLYING FOR USE OF A MEETING ROOM

- Application forms are available on the Library website (www.flpl.org) and at the front desk of the Library.
- Groups applying for a series of meetings may fill out one application form in advance of the first meeting accompanied by a schedule of future meeting dates and times.
- Reservations will not be made for more than one year in advance, including reservations by groups applying for a series of meeting dates or a “standing” schedule of meetings.
- Request for Kitchenette use must be made at time of application.
- Requests for any special equipment must be made at time of application. A refundable fee may be charged for certain equipment (see application) and must be paid at time of application.
- Payment, if required, due at time of application.

DESCRIPTIONS OF ROOMS

- CONFERENCE ROOM -- The Conference Room is approximately 34’ x 24’ and will comfortably seat 75 people in theater formation. There are 10 banquet size tables and 10 workshop size tables, as well as 100 chairs available for use. The room has a drop-down projection screen; projection equipment, TV/VCR, a podium and a dry erase board are available upon request. Some equipment may be subject to a non-refundable usage fee (see application). Access to the kitchenette is available.
- BOARD ROOM -- The Board Room is approximately 26’ X 15’ and is furnished with a table and 14 matching chairs. There is room for a few more chairs and/or tables to be brought in if necessary. The main table can not be moved. The room has a drop-down projection screen and a conference phone (local calls only); projection equipment, TV/VCR, a podium and a dry-erase board are available upon request. Some equipment may be subject to a non-refundable usage fee (see application). Access to the kitchenette is available.
- KITCHENETTE -- The Kitchenette is accessible to both meeting rooms. Appliances available for use include a sink, dishwasher, refrigerator, ice maker, microwave oven, and electric coffee maker.

Florence-Lauderdale Public Library
Application for Use of Meeting Room

All requests for use of Library meeting rooms are subject to approval by the Library Director. Signed applications must be returned to Florence-Lauderdale Public Library, 350 N. Wood Ave., Florence, AL 35630. For more information, please call 256-764-6564 ext. 24, fax 256-764-6629, or e-mail meetingrooms@fpl.org.

The Library's meeting rooms are heavily used. To increase the likelihood of a room being available at the requested time, we suggest that groups make reservations at least 3 weeks prior to meeting date.

Please print when completing application.

Room Requested: Conference Room (Large) Board Room (Small)

(For each date requested give day and date. When giving time, include time for room set-up before and clean-up afterwards. Please remember that **you are responsible for set-up**; library staff is not available to assist with set-up.)

Meeting Date(s): _____

Meeting Time(s): from _____ A.M. P.M. to _____ A.M. P.M.

Name of Group/Individual requesting room: _____

Purpose of Meeting: _____

Will fee/donation be requested from attendees? Yes No If Yes, please explain nature of fee/donation:
_____ (Fees subject to approval of Library Director)

Expected attendance: _____ Will the kitchenette be needed? Yes No

Library Furniture and Equipment requested: (check all that apply; equipment availability not guaranteed—library will make every effort to accommodate requests and inform applicants of problems prior to meeting date)

audiovisual projection equipment for DVD/VCR player or computer (\$25 charge applies)

internet access television & DVD/VCR player dry erase board easel

podium tables chairs

The applicant, on behalf of the above-mentioned organization, has read and agrees to comply with the policy and guidelines governing the use of the meeting rooms. The applicant also accepts full responsibility, financial or otherwise, for any damages to facilities or equipment and agrees to confine the organization's activities to the assigned room.

Applicant's Name: _____ Phone Number: _____

Alternate Contact Name and/or Number: _____

Applicant's Signature: _____ Today's Date: _____

----- **To be completed by Library** -----

Approved by: _____ Date: _____ Amount of Fee: _____ Date Fee Paid: _____

Comments: _____

Florence-Lauderdale Public Library
Meeting Room Survey

Please help us serve the public better by answering the following questions after your meeting and returning this form in person to the circulation desk or by mail to Florence-Lauderdale Public Library, 350 N. Wood Ave., Florence, AL 35630. You may also e-mail the information to meetingrooms@fpl.org. Thank you for your assistance.

Name of Group meeting (optional): _____

Number of attendees (this number is used solely for statistics pertaining to library usage): _____

Were you satisfied with the following:

- Furniture (tables, chairs, etc.) Yes No Did not use
- Equipment Yes No Did not use
- Kitchenette Yes No Did not use
- Coffee Shop Yes No Did not use
- Library Staff Yes No Did not use
- Cleanliness of facilities Yes No Did not use

If you answered NO to any of the above, please explain:

Would you use the library's meeting rooms again? Yes No

Would you recommend the rooms to someone else? Yes No

Suggestions for improvement of facilities:

Other comments:
