

# Chelsea Public Library

## Meeting Room Policy & Rules

(updated 8/15/2018)

- The meeting room of the Chelsea Public Library is available to reserve for a fee of \$25 for two hours and then \$10 an hour after the first two hours.
- Employee groups of commercial firms (for-profit) may meet provided that the meeting room is not used for any sales, promotions, or profit-making.
- Book signings and/or library events are the only gatherings that sales will be allowed in the meeting room.
- The meeting room cannot be used to hold religious services or private parties (including birthday parties, showers, etc.).
- No tobacco or alcoholic products will be allowed in the building.
- No open flames and/or other potentially dangerous activities allowed.
- No tape or pins will be put in/on the walls.
- Do not block fire exits for any reason.
- Only dry erase markers can be used on the erasable board.
- The Library Board, Staff and/or the City of Chelsea will not be responsible for any accidents, loss of property, or for children left on the premises.
- The meeting room and any library area used must be left neat and in original order upon completion of the meeting. Garbage may be taken to the dumpster at the back of the parking lot. **Library staff is not responsible for cleaning up after a meeting.**
- To assure use of the meeting room, reservations should be made ahead of time. Library events will take precedence.
- The meeting room is not available after normal operating hours of the library. Meetings must conclude 30 minutes prior to closing.
- The party reserving the meeting room will be responsible for stolen or damaged library property.
- Groups that use the meeting room will receive a copy of these policies and must have a responsible party sign the accompanying form that they will abide by these policies.
- Meeting room cannot be reserved more than 6 months in advance.

Approved: Dawn C. Walsh (Board Chair)

Date: 8/22/18



**Meeting Room Reservation Form**

Chelsea Public Library  
16623 Hwy 280  
Chelsea, AI 35043  
205-847-5750

To reserve the Meeting Room, this form must be filled out and returned to the Chelsea Public Library along with the total payment due before the reservation is complete. Incomplete forms will be returned and the room will not be reserved. You must fill out a new form each time you make a reservation. Please read the Meeting Room Policy for complete rules and instructions.

**Required Information (please print clearly):**

Representative/Contact \_\_\_\_\_

Purpose of the Meeting \_\_\_\_\_ Expected Attendance \_\_\_\_\_ (Cannot exceed 20 without tables—12 with tables)

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number \_\_\_\_\_

E-mail address \_\_\_\_\_

Day (Circle One) – Mon./Tues./Wed./Thurs./Fri./Sat. Date of Meeting \_\_\_\_\_

Meeting Time: from \_\_\_\_\_ A.M. P.M. to \_\_\_\_\_ A.M. P.M.

(This should include set up and clean up time. You are not allowed to begin before your scheduled time. All activities and clean up should be done by 6:30 p.m. or 3:30 p.m. on Saturday)

**Fees:**

**\$25 for two hours. \$10 an hour after the initial first two hours**

Please check all equipment needed:  DVD Player  CD Player  
 Laptop Computer  Podium

**WiFi is available without a password.**

Please initial beside each of the following statements:

\_\_\_\_\_ I understand that alcohol, drugs or firearms are NOT allowed during my event or on Library property.

\_\_\_\_\_ I understand that I am not allowed to enter the room before my scheduled meeting time.

\_\_\_\_\_ I understand that breaking any policy rule may result in loss of meeting room privileges.

Your signature below indicates that you received a copy of the Meeting Room Policy, have read and understand it.

Signature of Applicant \_\_\_\_\_ Name (print) \_\_\_\_\_

Date \_\_\_\_\_

**Office Use Only:**

Date received \_\_\_\_\_ Amount received \$ \_\_\_\_\_ Cash Credit Card or Check # \_\_\_\_\_