

ABBOTT ROOM USE POLICY

The primary purpose of the Abbott Room is to provide a meeting place for cultural and educational programs that are free and open to the public. The library's programs and activities necessarily have priority in scheduling. For private or commercial events excluding parties, the Abbott Room may be available for rental.

SCHEDULING

- Any group wishing to use the Abbott Room is encouraged to apply well in advance so the library can make necessary arrangements.
- Groups requesting use of the Abbott Room must sign up with the staff person(s) assigned to book the meeting rooms.
- Because of the demand for use of the room, groups may not hold regular weekly or biweekly meetings. Monthly meetings may be scheduled depending on the availability of the room. Meeting consecutively for two or more days also depends on the availability of the room.
- If the room will be used outside normal library operating hours, users will pay a \$25.00 opening and/or \$25.00 lock-up fee. **Such fees are to be paid when the room is reserved unless other arrangements have been made.**

USERS' RESPONSIBILITIES

- Users of the meeting room must agree to this policy governing use of the meeting room.
- Users are expected to set up for and clean up after themselves.
- If damage is done to the premises or if the premises are left in an unclean or messy condition requiring janitorial services, users will be liable for such charges.
- Users who have made arrangements for an after-hours lock-up must remain until the lock-up person arrives.
- Users of the meeting room after library open hours are hereby notified that library staff will not be present.
- For after-hours emergencies when no library staff is present, call 911.
- Users must follow all instructions concerning operation of appliances and equipment.
- Use of the Abbott Room shall involve no violation of federal or state laws or local ordinances.
- Users agree to indemnify and hold the library harmless for any property damage and/or personal injury to the users or the users' agents or attendees, occurring on the premises.
- There will be no consumption of alcohol, illegal substances, or tobacco anywhere on the property.
- There also will be no burning of candles, incense or open flames of any kind.
- There may be no more than 100 people seated or 140 people standing in the Abbott Room at one time.

FEE SCHEDULE

For private or commercial events, payment is required in advance. The fee schedule includes use of the audiovisual equipment and is as follows:

Use of the room for up to 4 hours.....	\$30.00
Use of the room for more than 4 hours but less than 6 hours.....	\$40.00
Use of the room in excess of 6 hours.....	\$50.00

Approved by the Board of Trustees on April 24, 2018.