

Library Practices

Melbourne Public Library provides a meeting room in the basement for library programs and events, and civic, cultural, educational, and informational meetings. Use of the meeting rooms does not imply Library endorsement of ideas expressed in the meetings or of the goals and objectives of the organizations using the facilities.

Customer Responsibilities

As with other library services, individuals must accept responsibility for their use of the space and materials related. The person who signs the reservation form shall be responsible for costs resulting from the specified use. Groups accept responsibility for the repair or replacement of damaged facilities or missing equipment. The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The Library reserves the right to assess a cleaning or labor charge if necessary, with a \$25 minimum.

Meeting room use is granted on a first-come, first-served basis. Reservations are taken not more than three months in advance or fewer than 30 days beforehand.

Meeting rooms are available during regular library hours, or available outside of regular hours if arrangements are made with the director or staff.

Forums or informational meetings for potential elected officials are allowed, but no attendee names, addresses, email addresses, or other personal information may be gathered at the time of the meeting. No handbills, campaign literature, or other items intended to solicit votes may be distributed at the meeting.

Meeting room facilities may be used for traditional meetings only (i.e. a sit-down gathering between a group of individuals during which a discussion or presentation occurs). Crafts, movie screenings, physical activities, and other non-traditional meetings require pre-approval from library staff.

Groups and individuals may not sell merchandise, do fundraising, solicit contacts for later sales or placement of orders, or charge admission fees or tuition. If groups offer materials in connection with study groups, conferences, and similar events, they may accept donations to cover the cost of materials. *Exception: Events sponsored by Melbourne Public Library, the City of Melbourne, Friends of the Melbourne Public Library, or the Melbourne Public Library Foundation, and county, service area, and state library group meetings are exempt from the above restrictions.*

Who may use the community room:

Community & Non-profit groups

The Community Room may be used with no fee by voluntary, community-based groups of an educational, informational, civic, cultural or social nature.

Use of the Library's space for meetings in no way implies Library endorsement of ideas expressed in the meetings or of the aims and goals of the organizations using the room.

Business and For-profit groups

Businesses, colleges and other individuals or groups which are not eligible for free use of the Library's Community Room may pay a fee of \$25 for up to 4 hours' use of the room, or \$50 for 5-8 hours use. However, reservations may be confirmed not more than 30 days out from the event.

How to reserve the room:

Application forms may be obtained at the main circulation desk. Key rental is available for a \$10 deposit at the time of pickup. The deposit will be returned when the key is returned.

Regulations & Guidelines for Use:

Ordinarily, meetings are scheduled during Library hours. Special exceptions may be made by the Library Director and may require a key deposit of \$10. Use past midnight is not permitted.

Room users are responsible for their own set-up and cleanup. Failure to return the room to its original condition will result in charges of not less than \$25 to cover costs. Groups should check in at the circulation desk before setting up and notify the desk staff when leaving.

Food and beverages:

Light refreshments may be served. Food and beverages may not be carried to other parts of the Library. No smoking or alcoholic beverages are allowed anywhere on Library premises.

A limited kitchenette consisting of a sink, oven, refrigerator, and counter with outlets is available. Groups must provide dishes, towels, utensils, and/or other kitchen equipment as needed.

Equipment:

Tables and chairs may be used as needed and replaced into storage positions or out of the way.

Arrangements for use of projection, video or audio equipment must be made at the time the room is reserved.

No hazardous materials or open flames are permitted. Attachments to the walls, ceilings, or windows must be non-damaging/non-staining and approved by staff.

Disclaimers:

No organization may use the Library address as its official address or use the Melbourne Public Library logo or name in a way that implies Library endorsement of any kind.

No organization or private parties may use the Library as storage. Long-term rental is not permitted.

The Library reserves the right to refuse reservations. Under adequate notice and for sufficient reason, the Library reserves the right to revoke permission to use the meeting room. The Library's Conduct in the Library Policy applies to use of the meeting rooms.

The Library reserves the right to reschedule or cancel confirmed meeting room reservations to accommodate library-sponsored programs and events.

The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. Neither the Library Board, Library staff nor the City of Melbourne will be responsible for the property of individuals or organizations meeting in the Library.

Individuals or organizations meeting in the Library must agree to indemnify and hold the Library and the City harmless from any and all liability, claims, actions, causes of action, and/or damages, which may arise, or allegedly arise during use of the Library facilities. This shall include obligation to defend the Library and the City of Melbourne and to be responsible for any legal fees incurred and pay any judgments entered.