

Library Meeting Space Use Policy

Purpose: In order to help achieve its mission to enrich and transform lives by connecting people to quality information and engaging experiences, Mitchell Public Library has meeting spaces available. Individuals, groups, businesses, or organizations (hereafter “groups”) may use these meeting spaces according to the following policies:

Policies:

1. The meeting space available is the “Community Room” within the Library. The room may be configured as one large room or as two smaller rooms. Groups may indicate a preference for a particular room configuration and room number on their room use application.
2. Programs sponsored by Mitchell Public Library will receive first consideration for the use of meeting space.
3. Use of meeting spaces shall not disturb, distract, or otherwise interfere with Library functions.
4. Groups shall complete a “Meeting Space Use Application”. Applications should be completed between three (3) days and three (3) months prior to the event. Applications received less than three (3) days prior to the event may be denied. Applications made more than three (3) months prior to the event will not be accepted.
5. Light refreshments may be served, but no cooking is allowed.
6. The use of alcohol, tobacco, recreational drugs, or illegal drugs is prohibited in the library.
7. Groups should allow time for set-up, clean-up, and other related services when scheduling a room. Chairs and tables may be used, but must be placed back in their original position. All garbage must be collected and properly disposed of. All items used by the group must be removed from the library, unless other arrangements are made. Burning candles, incense, sterno, or any type of open flame are prohibited. Items may NOT be taped, stapled, tacked, nailed, or otherwise attached to the walls, windows, or doors of the meeting space.
8. Storage of items will be permitted only by separate agreement. Items brought by groups to the Library are brought at the groups’ sole risk. The Library and the City of Mitchell assume no responsibility for the preservation or protection of groups or groups’ attendees; items; or the loss, theft, or damage of items brought to or left in the Library.
9. Library staff shall maintain a master schedule for meeting spaces. Reservations shall be granted on a first-come/first-served basis. Library staff may request the first Group to be flexible with their preferred room configuration if a subsequent Group also requests to hold an event at the same time and both events can be reasonably accommodated.

10. Meeting spaces are available only during normal business hours. Meeting spaces must be vacated at least 15 minutes prior to the library closing. Mitchell Public Library reserves the right to cancel a reservation in case of emergency closing.
11. Meeting spaces are available for governmental, educational, cultural, charitable, civic, and non-profit purposes at no cost. For-profit and other entities shall be charged \$25 per hour. Payment is due at the time an application is submitted.
12. The following types of events are deemed to be fundamentally incompatible with library operations. Incompatibility may be due to consumer protection concerns, an appearance of improper public endorsement of a particular ideology, candidate, or cause, increased likelihood of disrupting normal library operations, or other similar issues. For example, room rentals are not available for:
 - a. Birthday parties, wedding receptions, employee banquets, catered meals, etc.;
 - b. Sermons, services, masses, or other religious events regardless of denomination;
 - c. Fundraising, campaigning, political meetings, or solicitation activities;
 - d. Multi-level marketing/pyramid schemes, sales, recruitment, or job fair activities;
13. All groups and attendees are responsible for the supervision of their children within Library premises. Meetings and events with children attending must have at least one (1) adult supervisor per ten (10) children under the age of 14.
14. The library's audiovisual equipment is available. Groups requesting use of any library equipment must indicate so on their application. Group presenting a work of intellectual property in library meeting space shall be responsible for obtaining applicable approvals, rights, or licenses.
15. Groups that do not follow the rules and policies established by the Library for the use of meeting space may have their event cancelled (prior to or during), be denied access to the room, and future applications shall be denied.
16. Groups are responsible for any and all damages caused to meeting spaces or to equipment, including any cleaning required. All charges will be based on the cost of repairs. Minimum charges for damages and clean-up will be \$25. Groups will be billed. All bills for damages must be paid before same groups may reserve or use meeting spaces in the future.
17. Groups agree that they will indemnify and hold harmless the Library and the City of Mitchell from all liabilities of any nature arising from group's use of the facility.