

Massanutten Regional Library Main Library Meeting Room Guidelines

- A. The group or individual who wishes to use meeting space must complete an application form available from the Library or on the MRL website www.mrlib.org. Applicants must be adults age 18 or older. Please return your form to the Main Library in person, by fax, or email. Main fax number is 888-334-5211, meeting room email address is (meetingrooms@mrlib.org). The applicant signing for the group must be present at the meeting. For security purposes this person will be the only one for whom the room will be opened unless authorization is indicated on the application form.
- B. Not-for-profit groups will pay a use fee of \$10 per room, payable at time of reservation. Fee is waived only for library sponsored events and local and state government meetings. For-profit groups will be charged a fee of \$50 per hour per room. Groups with closed meetings, not open to the public, will be charged the for-profit fee.
- C. While no sales are permitted within the library except for library sponsored programs, groups anticipating future revenue from a meeting will be charged the business or for-profit rate of \$50 per hour per room. Revenue is defined as proceeds from sales, including “free” educational programs that are intended to generate future revenues for the presenter(s). If an author visit is not library sponsored the author must pay the regular \$50 per hour fee and may sell their materials.
- D. The library provides meeting room space only. Set-up is the responsibility of the group using the room. Time for set-up and clean-up must be included in the time reserved. The rooms are to be left as they were found.
- E. Use of the rooms is limited to the hours the library is open to the public. Events must finish 30 minutes prior to closing and groups must vacate the meeting room by at least 15 minutes prior to closing time. Access to the Main Library meeting rooms is available at the Main Street entrance. If the rooms are not vacated by closing time, groups will be charged \$25 for each 15 minutes staff are required to stay.
- F. Meetings may be scheduled up to three months in advance on a first come, first served basis. The Library typically contacts the group within seven working days with a confirmation or a denial.
- G. In the event that a meeting is cancelled, the Library must be notified as soon as possible. Failure to notify the Library of cancellation at least 24 hours in advance of the scheduled meeting will result in forfeiture of the reservation fee. During inclement weather, registrant should contact the Library to ensure it is open. If the Library is closed due to weather, an effort will be made to reschedule or refund the reservation charge.
- H. A kitchen is available, upon request, for use with the Grand Room for a fee of \$10. Each group must provide its own equipment and supplies. This is the library staff kitchen and must remain available to all staff during its use.
- I. If the group wishes to use a different room than that assigned, it must request a change from library staff. The Library reserves the right to schedule and alter room assignments according to the Library’s needs. Every effort will be made by library staff to guarantee a reservation. However, the Library reserves the right to cancel or change a reservation to accommodate a library function. If the Library cancels or changes the use of a meeting room, the library staff will notify the group or individual as soon as possible.

- J. The sponsoring group or individual will assume all responsibility for damage to library property and will see that the premises are left in the condition in which they were found. Groups are expected to pick up and properly dispose of trash. Any damage or cleaning fees will be assessed to the group.
- K. Repeated use of meeting room and library facilities should be limited to twice a month, to allow all members of a community the opportunity to use the facilities. Exceptions may be made for a series with a limited time frame.
- L. At the beginning and end of each meeting room use, the group representative is asked to check in and out at the circulation desk. We request that at each meeting an evaluation form is completed and returned to the circulation desk when checking out. Groups will be charged for missing equipment.
- M. Audiovisual devices and meeting supplies are available for a fee for use in the Main and Grand meeting rooms. They must be reserved in advance and are not guaranteed to be available unless reserved. The following items are available:
- a. Technology: Computer and DVD player connected to a ceiling mounted projector, and internet access \$10
 - b. Conference phone for local calls only (available only in the Main room) \$10
 - c. Sound system: microphone and amplifier \$10
 - d. Easel with dry erase board, markers and eraser \$5
 - e. Push pins
 - f. Extension cords (power strips are not included)
- If assistance is needed, we strongly advise registrant to schedule a time beforehand with one of our meeting room personnel to learn how the equipment works. On the day of the meeting, there may not be a person available to assist.
- N. Six to eight tables as well as 50 chairs per room are available for use in the Main and Grand rooms. The Grand room also has available a large conference table. Two small round tables, three rectangular tables, and 25 chairs are available for use in the Children's room.
- O. The Library does not provide parking with use of the meeting rooms. Groups using the meeting rooms should advise members to use city parking.
- P. Walls may not be used for mounting or hanging pictures, displays, posters, etc. without prior approval from Library staff.
- Q. Equipment, materials or furniture belonging to any group will not be stored in Library facilities. Items left must be picked up within 24 hours or the items will be discarded.
- R. MRL will not accept any deliveries for a group. Please arrange to have any food or other items delivered during the reserved meeting time.
- S. Children must have adult supervision at all times. If children are not attending the meeting, but are in the Youth Services department, an adult must be present in the room with them.