Massanutten Regional Library
North River 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 North River Library in person. 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.

B. Not-for-profit groups may use the room for free. For-profit groups will be charged a fee of $50 per hour for the room.

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. 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. Events must finish 10 minutes prior to closing and groups must vacate the meeting room at least 5 minutes prior to closing time. 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.

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 forfeit of the reservation fee if paid. In the event of inclement weather, registrant should contact the Library to ensure it is open. In the event that the Library is closed due to weather, an effort will be made to reschedule or refund the reservation charge if applicable.

H. A kitchen is available, upon request, for use with the meeting room. Each group must provide its own equipment and supplies.

I. 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 <u>premises are left in the condition in which they were found</u>. 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.

M. Audiovisual devices are available for use in the meeting room. They must be reserved in advance and are not guaranteed to be available unless reserved. The following items are available:
   a. Television, DVD player and VCR with universal remote.
   b. Projection screen.
   c. Internet connection

   If needed, we strongly advise registrant to schedule a time beforehand with one of our staff members to learn how the equipment works. On the day of the meeting there may not be a person available to assist.

N. Two to four tables as well as 40 chairs are available for use in the meeting room.

O. For security purposes, the meeting room will not be opened until the signee has arrived.

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 children's wing, an adult must be present in the children's wing with them.