

## Meeting Room Terms and Conditions

1. The group must:
  - Follow the [Rules of Conduct](#)
  - Explicitly identify itself as the sponsor and must not identify the Metropolitan Library System as associated with the group's activities in their literature or publicity. If publicity concerning the event is circulated, it must include the statement "This event is not sponsored or endorsed by the Metropolitan Library System." *The Metropolitan Library System (MLS) does not promote or advertise non-MLS events held in a library.*
  - Ensure that the designated onsite contact for the group serves as the authorized representative of the group and remains on the premises throughout the reserved time to ensure the safety and security of the attendees and the library facility, as well as ensuring that the attendees observe the local, state and federal laws and the Library's Rules of Conduct.
  - Confine all aspects of the event to the rented space
  - Obey occupancy limits
  - Not cook and not use candles or other open flames
  - Always have adult sponsorship and supervision in the room if the group includes minor children.
  - Not have alcoholic beverages in the library or public spaces without prior approval (See #4)
  - Set up and arrange the room
2. Ensure the room is clean before vacating the space. The group will incur additional fees and/or penalties if they:
  - Damage the library's facility or equipment
  - Use additional time or services not originally contracted
3. Events must be free and open to the public. No private parties, such as wedding showers, birthday parties, etc., may be held. While the door to the room may be closed during the event, staff may enter the room if necessary.
4. Cancellation of a reservation must be made at least 48 hours in advance of the scheduled event to receive a full refund. Exceptions include unexpected hazardous weather or other emergencies.

5. Authorization for the use of Library public spaces includes only the time and space reserved. Renters will not have access to the space until their assigned time.
6. If AV equipment is available in the reserved room, it must be requested at the time of reservation. Training will be provided in advance, if needed. Otherwise, the group will be responsible for providing a person to operate the equipment.
7. Groups and individuals requesting to rent public space are responsible for the publicity, if desired. Directional signs are subject to approval by MLS and may only be posted by library staff. Unauthorized signs will be removed. Handouts may be distributed inside the rented space only.
8. No fees or donations may be requested or received during the events. Also, the selling of any items or services, including sales or marketing presentations/promotions to prospective clients, is prohibited.
9. Neither the library name nor the address may be used as a mailing address for organizations, groups or individuals using library public space.
10. If an event flyer includes a contact phone number, it must be the number of a group member or the hosting organization, and not the library phone number.
11. Décor must be approved by MLS and must be removed immediately following the rented space agreement. Equipment, supplies, or décor may not be stored in the library for subsequent use. If left unclaimed for five (5) days after the end of the rental agreement, such property may be sold by the library at a public sale or otherwise disposed of without notice to the customer or liability to the library.
12. Groups may cater food and beverage into the rented space.
  - Caterers must comply with rules and regulations of the signed Use Agreement plus the following:
    - Caterer must provide proof of all necessary permits and licenses for event service
    - Catering staff will arrive and exit only through locations designated by the library.
    - Parking for catering vehicles must be arranged with a designated library staff member.
    - Use of loading docks and service elevators must be prearranged with a designated library staff member.
    - All spaces used by the caterer must be cleaned and tables wiped clean. The proper disposal of trash is expected. Nothing (including ice and water) can be poured into the drinking fountains, landscaping, fountain, or grass areas. All food and beverages must be removed from the premises and trash properly disposed of immediately following the time for which the space was rented.

13. User agrees to restore the area to a reasonable degree of order (e.g., all waste material in appropriate receptacles). Failure to restore facility or meeting room to this condition may result in additional charges for required cleaning and result in revocation of authorization for future use. If the customer is required to pay for damages, the Library will assess the reasonable cost of repairs and will notify the customer of the damage assessment.
14. Designated library staff will conduct a walk-through after each event to verify that facilities are left in proper order.
15. Requests to rent rooms outside of the [hours of operation](#) must be submitted at least 3 months in advance of the event and must be approved by the Executive Director. Only with prior Metropolitan Library Commission approval may wine or beer be served. The group must provide proof of all necessary permits, liability insurance, and must indemnify the library for the event.