



## Room Reservation Policy

### Meeting Room

- Available daily from 8:00am to 10:00pm
- Must be vacated by 10:00pm for cleaning crew; building emptied by 10:20pm

### Conference Room

- Available during normal Library hours only, since it is located inside the building
- Must be vacated before the library closes

### Availability

- First-come, first-served
- Library honors requests up to one year in advance
- No group or individual may use the room on a regular basis for the same purpose (for example, every Wednesday or the first Monday of each month, for a club meeting)
- The primary focus of any meeting shall not be for the sale of merchandise
- Library programs have priority over all other uses.
- Library reserves the right to cancel a reservation by giving 30 days written notice to the responsible party, or to refuse a room reservation to anyone
- All use of the rooms is subject to Library policy

### Deposits and fees

- \$25 deposit is required to reserve either room *during Library hours*
- \$50 deposit is required to reserve the Meeting Room *outside of Library hours*
- Deposits apply to nonprofits and for-profits alike; returned after inspection
- With the exception of Library-sponsored and City of Fairfield or Jefferson County governmental events, reservations require a nonrefundable maintenance fee of \$10.00/hour, or \$15.00/hour if the room's audiovisual equipment will be used.
- Maximum maintenance fee for a one-day reservation is \$100, and \$50 daily for the second and third consecutive days
- The maximum length of a reservation is three consecutive days
- Users may ask attendees for donations to offset the maintenance fee
- Damage to room or carpet may lead to cleaning charges and/or forfeiture of deposit

### General guidelines

- Meeting Room capacity is 125. Conference Room capacity is 12.
- Whoever signs the application form is responsible for the key, maintenance fee, and condition of the room
- If the original signer sends a proxy to pick up the key, that person must sign as the new responsible party and take responsibility for the key, maintenance fee, and condition of the room
- These activities are prohibited:
  - Candles, incense, or cigarettes
  - Sale of merchandise as the primary focus of the meeting
  - Potlucks, elaborate meals, crockpots, or alcoholic beverages
  - Fasteners or tape attached to the walls or ceiling
- To prevent accidental spillage, use of tight-fitting lids on beverages is recommended
- There must be at least one adult present for every 10 children
- Lock the front doors during meetings that run past normal Library business hours
- Library does not endorse the beliefs or objectives of any group using the meeting room, and assumes no responsibility for lost items or personal injury