Clearview Library District Meeting Room Policy

The meeting rooms at Windsor-Severance Library are designed primarily for library programs and activities. They are available to the public when no library functions are planned. The library reserves the right to change or cancel reservations in special situations.

Availability

- Rooms are available: Sunday 1:30-4:30 p.m.; Monday-Friday 9:30a.m. 7:30 p.m.; Saturday 9:30-4:30 p.m.
- The large room accommodates a maximum of 50 individuals; the small room 10 individuals.
- Rooms are not available for: private social events; religious services or evangelism meetings; political rallies or partisan events.

Reservations and Fees

- Reservations accepted 2 6 weeks in advance; 1- 3 hours per use; 1 or 2 times per month; please notify of cancellations as soon as possible
- Security deposit required upon application: \$25.00 for large room; \$10.00 for small room. The deposit will be returned after inspection of the room by a staff member; deposit will be forfeited if the room has not been returned to its original condition, or damage has occurred, or the meeting was cancelled without notifying the library 24 hours in advance of the reserved time.
- Rental fee: \$25.00 per hour for the large meeting room and advance deposit of \$25.00: small conference room \$10.00 deposit and \$10.00 per hour

Non-profit charitable organizations, groups or clubs with the IRS Classification 501c are exempt from the rental fee, but not the deposit.

Use of the rooms and advertising

- Library staff are not available to assist with room set up or other activities associated with room use.
- Office supplies are not available.
- Renter is responsible for room set up, tables and chairs, etc., and returning all
 equipment and furniture to original positions.
- Users must provide adequate adult supervision of children at all times.
- Smoking and consumption of alcoholic beverages not permitted.
- All surfaces must be cleaned and cleared, leftover food must be removed.
- Trash must be picked up and put into proper receptacle or placed in outside trash dumpster.

- Users must notify the library staff when the room is cleared. A staff member will
 check condition of room before users leave the premises.
- Renter accepts full responsibility for any damages incurred while using the library's facilities.
- Failure to abide by any of these guidelines or to cooperate with library staff may result in loss or termination of meeting room privileges.
- If flyers, posters, or any other advertising is being used to promote your meeting, and you are using the Clearview Library District name and logo, prior approval must be granted by the Library Director or a Library Manager.

General Information

- A refrigerator and coffee pot are available for use. Please indicate on your application if you will need to use them.
- A Promethean Board, including a short-throw data projector, is available in the large meeting room. Basic instruction in its use can be provided in advance of your meeting. If you need to use the Promethean Board or the data projector, please indicate so on your application.
- The library is not liable for personal injuries or damaged, lost, or stolen personal property.
- Permission to use the meeting room does not constitute an endorsement of any group's policies or beliefs.
- Except for emergencies, library staff is unable to take or relay messages or page persons using the meeting rooms.