



Meeting Room Policy

The primary function of Library meeting rooms is to provide space for Library-sponsored events as well as educational, civic and community-oriented activities. Library meeting rooms will be made available to the public on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting room use. Use of a Library meeting room does not signify Library endorsement of any individual or group.

Room Information and Rates

Rooms are free to use for non-profit organizations, groups, and individuals for the purpose of cultural, educational, or civic purposes. For-profit groups will be charged an hourly rate for room usage.

Room	Rate Per Hour	Capacity
Individual Study Room (2)	\$0	1 person
Baxter-Bowling Conference Room	\$10	2 – 8 people
Lou Benson & Naomi Salus Conference Room	\$10	2 – 8 people
White Meeting Room	\$50	34 – 150 people
White Meeting Room A	\$30	9 – 75 people
White Meeting Room B	\$20	9 – 35 people

Reservations

Library activities and events take precedence over all reservations.

Meeting rooms are only available during Library hours. All individuals and groups must vacate the room 15 minutes prior to closing time.

The person making the reservation must be at least 18 years of age.

Reservations may be made up to 60 days in advance. **Reservations are not final until room rates have been paid.** If payment is not received within 3 business days of reservation, the reservation may be canceled.

Individuals and groups are limited to one reservation per day and three reservations per week, additionally, conference rooms are limited to 3-hour reservations.

Individual study rooms are available to be booked for 2, 2-hour sessions per day not to exceed 3 times per week for a total of 12 hours per week. Patrons interested in using the individual study rooms must check in at the Reference Desk.

Walk-in reservations will be accepted on a first-come, first-served basis depending on room availability.

If a group or individual does not arrive within 15 minutes of their scheduled time, their reservation will be cancelled and counted as a “no-show.” Groups or individuals with more than two “no-shows” in a calendar year will not be permitted further reservations for one year.

Cancellations

Reservations may be cancelled up to 24 hours prior to room use. Full refunds will be issued for cancellations with a 72 hour notice. A partial refund will be issued for cancellations with a 24 hour notice. Refunds will not be issued for cancellations with less than 24 hour notice.

The Library reserves the right to cancel or reschedule a reservation if circumstances warrant.

Emergency Closures

Should the Library close due to an emergency, every effort will be made to notify those with room reservations.

When adverse weather is forecast, those with reservations should monitor the Library's website (www.samuelslibrary.net) or social media for unscheduled closings.

Full refunds will be issued for reservations cancelled due to unexpected closures.

Regulations

Rooms may not be used for purely social activities such as parties or entertainment.

Rooms may not be used for fundraising or commercial purposes, except for Library or Friends of Samuels Library activities.

No donations, solicitations, participation fees, or admission fees may be associated with any Library meeting room use except for Library or Friends of Samuels Library activities.

All meeting participants must follow Library Rules of Conduct. Failure to follow the Library Rules of Conduct may result in a loss of meeting room and/or Library privileges. The person who creates the reservation is responsible for ensuring participants follow the Library Rules of Conduct.

Meetings involving youth under the age of 18 must have adequate adult supervision.

Refreshments may be served in public meeting rooms and conference rooms with advance approval. Refreshments are prohibited in the Traister Computer Lab.

Library staff may enter meeting rooms at any time to ensure compliance with the Meeting Room Use Policy.

Equipment, Set-Up, and Take Down

Groups and individuals must check-in at the Circulation Desk upon arrival and check-out upon departure.

A projector is available for public use in White Meeting Room A and White Meeting Room B. Groups and individuals must provide their own laptop and/or other technical equipment. Library cardholders in good standing may check out a laptop if one is available.

Groups and individuals are responsible for setting up and taking down rooms and should include time for set-up and take down into their reservation.

Rooms must be left in the same condition they are found. Groups and individuals who do not return rooms to their original condition may lose meeting room privileges. Groups and individuals will reimburse the Library for any cost associated with loss, damage, or extra cleaning.

Meeting Publicity

Groups and individuals are responsible for publicizing their own meetings.

Publicity may not imply the Library's endorsement of the event, use the Library's logo, nor list the Library's contact information (email or phone number). The Library's address may only be used to indicate meeting location and may not be used as an individual's or organization's address.