

Clear Lake Public Meeting Room Use Policy

Updated and Approved 03/26/2024

The Board of Trustees of the Clear Lake Public Library recognizes that the library is a community gathering place. However, the library cannot accommodate all requests for meetings. There are other meeting facilities in the area and staff may refer unmet requests to other locations.

Meeting Room Options and Capacity:

There are three options for library meeting room space.

- Meeting Room A: 25 person capacity with chairs. This room is generally set up for children's programs and would include a rug, preschool-height tables and chairs, and book display.
- Meeting Room B: 25 person capacity with chairs. This room is generally set up for board meetings with 4 tables and 12 chairs. More tables and chairs are available upon request. A ceiling mounted projector and screen are hard-wired to a VGA/HDMI input on the wall. A sound bar is also available for use. Presenters must bring their own laptop.
- Community Room: 50 person capacity with tables and chairs.
 - The Community Room is both meeting rooms combined. When the Community Room is in use, neither meeting room is available.
 - When one of the meeting rooms is in use, the Community Room is unavailable.

Room setup is the responsibility of each group even if an organization is paying to use the room. At the end of the rental time frame, the room should be clean and reset to its original condition.

Scheduling and Use of Meeting Room:

1. Hours: The meeting room is available during the library's regular hours of operation and must be finished 15 minutes prior to the closing of the library. Group representatives may not enter the library building, nor will deliveries be accepted, before regular library hours.
2. Financial Transactions: Normal collection of dues or memberships during groups meetings will be permitted. Fundraising and direct selling is not allowed. Authors are permitted to sell books at book signing events.
3. Use Frequency: The library meeting room cannot be reserved more than three months in advance. The library will not accept reservations for a series of meetings which would designate the library as the regular meeting place for any organization. Library programs have precedence of meeting room space.
4. Storage: The library cannot offer storage for groups using the meeting room.
5. Meeting rooms may not be reserved exclusively for exhibition or display purposes.
6. Library property stored in the meeting rooms, including chairs, shall not be removed or transferred to other areas without prior approval from staff.

Fees:

1. The meeting room is available at no cost to educational, cultural, or civic meetings or programs of area non-profit organizations with the understanding that the meetings are also free of charge.
2. Business organizations and private parties (bridal/baby showers, birthday parties, and the like) may use the meeting room at the rate of \$50 for up to 4 hours.

3. Individuals placing the reservation request are responsible for all reasonable repair or replacement costs for damage to the facility space, fixtures, or equipment utilized during the reservation.

Food and Beverage:

1. A small kitchen is available with microwave, sink, and refrigerator.
2. Refreshments may be served in the meeting room.
3. All utensils, cups, and other disposable items must be provided by the organization using the room. A few bowls, cups, and serving utensils are available for use in the kitchenette.

Restrictions:

1. The library reserves the right to cancel a reservation if the space is required for its own use or use by the City of Clear Lake. Every effort will be made to give adequate advance notice.
2. Library personnel must have access to the meeting room at all times. Doors may be shut but must remain unlocked.
3. Meetings that disrupt normal library functions will not be permitted. This includes but is not limited to excessive noise or crowds.
4. Groups utilizing the meeting room must follow all other library policies, including unsupervised children and behavior policies.
5. Children's or youth groups using the meeting room are required to provide constant on-site supervision by an adult (person age 18 or older).
6. The library's address or phone number may not be used as the contact information for the entity using the meeting room.
7. The fact that an individual or group presents a meeting or program at the library does not mean that the library endorses that policy or belief.
8. The Clear Lake Public Library name must not be used as an event sponsor (implied or otherwise) or endorsement unless permitted in writing by the Library Director. The following statement should be used on promotional materials: "This program is sponsored by __ (organization name) __ and will be held at the Clear Lake Public Library."
9. Approval of meeting room situations not described here will be determined by the Library Director or their designee, who is authorized to establish reasonable regulations governing use of the meeting room and related fees.
10. Open flames are not allowed.
11. No alcohol or controlled substances may be possessed or consumed on the premises. The library is a smoke free building. Smoking is not permitted in any area of the building.
12. Signage: Materials may not be fastened to the walls, doors, or ceilings.