

Bemidji Public Library
509 America Avenue NW
Bemidji MN 56601
Phone 218-751-3963
Fax 218-333-0523

Reservation Date _____

Reservation Time _____

Name of Group _____

Expected # attendees _____

MEETING ROOM BOOKING PROCEDURES & ROOM USE POLICIES

Adopted by the Bemidji Library Board 12/17/2007, corrected 11/08/08

Dear Library User: This meeting room is provided for Library programming and as a service to community organizations. The Library does not advocate or endorse the viewpoints of non-Library meetings or meeting room users. The intent of these policies and procedures are to provide equitable access to this popular resource to as many groups as possible. We ask that you read, agree to, and sign this document, and follow the rules when you are here.

Thank you

BOOKING

- Reservations can only be made for the current month and the next month. Groups should not expect to book in advance the same time slot month-after-month for extended periods. The only exception is that Library meetings and Library programming are given priority and scheduled many months in advance.
- Each group must designate a person that is responsible for ALL aspects of the room use, including booking, scheduling, payments, set-up, clean-up, and damage resolution (if any).
- The person responsible for the group must complete and sign this reservation form each time the room is booked. Phone reservations will only hold a booking for three library business days. If the reservation form (and any fees) are not received within three days, then the booking is released.

HOURS, AVAILABILITY & FEES

- The room is available the hours that the Library is open to the public, Monday to Thursday 9:00 a.m. to 7:00 p.m. ; Friday & Saturday 9:00 a.m. to 5:00 p.m. For other hours please see information on fees below.
- Rooms will not be opened before the appointed time. Groups should schedule the reservation to include set-up and clean-up times.
- Groups are limited to 2 (two) days, or 4 (four) "portions" of a day per month. A portion is loosely defined as morning 9:00 to noon, afternoon 12:00 to 4:00, and evening 4:00 to 7:00.
- Local non-profit organizations may use the meeting room free of charge. They must allow the general public access to their meetings, and may not charge admission fees.
- Government agencies or officials may use the meeting room without fees, and may close the meeting to the public as the law may permit.
- For-profit groups and businesses may use the room for education and training, but may not sell or dispense their product, distribute advertising, or schedule appointments for follow-up sales. They will be charged a non-refundable \$50.00 fee, payable to the Bemidji Public Library. The check must be received with this form in order to confirm the booking. They may exclude the public from the meeting room.
- Bookings to use the room before or after library hours may be scheduled by the Library Manager at least one full week in advance, and depending upon the availability of custodial staff. The booking group will pay in advance a custodial fee that is the hourly rate established by Bemidji City Hall. Minimum custodial fee is two hours, and time beyond two hours will be rounded up to the next hour (i.e. 3 hours 15 minutes will be charged a 4 hour custodial fee). The security gate is closed when the Library closes to the public and no other services are available to the group. The group will only have access to the meeting room, the bathrooms and the front exit. Groups should be aware that the bookdrop is in use and causes noise.

ARRIVAL & ATTENDANCE COUNT

- Please check-in at the Information Desk at the time for your booking, to pick up a counter slip. At that time someone will open the door for your group.
- Return the completed counter slip to the Information Desk when your meeting is over. At that time Library staff will also lock up the room.

HALLWAY, WINDOWS, WALLS & DOORS

- Only one medium sized (2.5'w x 5'h) easel with a medium poster (2'x3') may be immediately outside of the meeting room announcing the event. No other easels or signs will be permitted outside the Library or in the Library main entrance or hallway.
- Please do not tape anything to the walls. The whiteboard is provided for your convenience. Please use your own erasable whiteboard markers and clean the whiteboard when finished.
- Doors are to be kept closed but unlocked at all times during meetings.
- Under NO CIRCUMSTANCES are outside doors to be propped open.

EQUIPMENT AVAILABLE

- Whiteboard (markers not provided)
- Easel
- Chairs – approximately 40
- Four 3' x 9' tables
- One 4' round table
- TV/VCR all-in-one unit
- Overhead projector and projection screen
- Microwave
- 50 cup coffee pot
- 12 cup coffee pot

SET-UP & CLEAN-UP

- The person responsible for the group will be charged a \$25 fee for the room left in poor condition, or if tables and chairs are not in their standard setup, or for any excessive cleanup that must be done by the Library. Groups will additionally be billed for any damages to the furnishings, equipment or carpeting.
- Each group is responsible for their own set-up that is different than our standard configuration (tables up). Please allow yourself time when making the booking to allow for set-up and clean-up. It is emphasized that the tables are very heavy and require at least two strong people to setup, move and take down.
- Each group must completely clean the room, making sure that refuse containers are not overflowing, that the coffee pots are clean, and filters are discarded.
- Please report any spills on the carpet or chairs immediately.
- Never put excess chairs or tables into the hallway or lobby.
- There is NOT a storage area for public use, overnight or otherwise (see also below).
- If food is served during the meeting, please notify the library staff so that garbage can be removed.
- No food or drink is allowed outside the meeting room at any time.

OTHER IMPORTANT CONSIDERATIONS

- All advertising of the event and signage must clearly indicate that this is NOT a Library event and that the Library is in no way endorsing the programs of the group using the room. The Library phone number should not be on advertising. Library staff does not answer any questions about the content of the event. The group should provide clear directions to the 509 American Ave NW address on all of its advertising.
- Although two hour parking is provided in front and to the side of the Library, we appreciate your meeting attendees using the parking on the street, in consideration of the regular Library patrons.
- Only emergency phone calls will be accepted by the Library for individuals that are in the meeting room.
- No advance deliveries of equipment or supplies will be accepted by the Library for groups using the meeting room.
- Groups that are using the room on consecutive days or for portions of days that are not consecutive, may not leave materials in the room. Groups leaving for meal breaks are responsible for all materials in the room. The Library is not responsible for any theft or damage to materials that belong to the group.
- If there are any questions, comments or concerns about the Library's meeting room, please feel welcome to contact the Library's Branch Manager, or fill out a Comments form at the Information Desk.

I ACCEPT FULL RESPONSIBILITY & AGREE TO THE TERMS OF THIS USAGE POLICY

Signature

Print name

Phone number

Group/Event Name

Event Date & Time (start & ending)

Today's Date