

Policies and Procedures for the Blair Public Library & Technology Center and Reserving and Rental of the Meeting Room Facilities

The intent is that this policy shall govern the Charges for the Blair Public Library & Technology Center ("Library") and charges and use of the meeting rooms and conference room.

The Blair Public Library and Technology Center meeting rooms are available to the public on an equitable basis and the library does not discriminate our rentals based on beliefs or affiliations of groups requesting to use the room. The library in no way, advocates or endorses any viewpoints expressed in the meetings by meeting room users.

The library is alcohol free. Any one possessing or consuming alcohol in the parking lot or building shall be prosecuted per the City of Blair municipal code

The Library facility is tobacco free.

Guns in the Blair Public Library and Technology Center shall be governed by the Blair municipal code. Signs shall be posted prohibiting open carry in Library and Technology Center and surrounding parking areas.

The Library meeting and conference rooms may be reserved by paying the fees as outlined in the attached Exhibit A. Reservations shall be limited to ninety (90) days, in advance except for the use by the Library or by City Hall.

Organizations renting space at the library shall not be allowed to rent space more than twice during a four-week period.

The library reserves the right to revoke permission to use any meeting room to any individual, group, or organization which violates or refuses to comply with the rules and regulations established for use of the meeting rooms.

Any group or individual renting the meeting room must be a legal adult (19+ years) and must have a legal adult (19+ years) present during the entirety of the rental period.

General Guidelines:

1. Reservations are made by contacting the library at 402-426-3617. Events may be scheduled up to ninety days (90 days) in advance. Reservations must be made during regular Library business hours. Meeting rooms are not available on Sundays and the exterior library doors will be locked after operating hours.
2. Any special table or seating arrangements shall be the responsibility of the group using the meeting room. When scheduling, allow extra time for setting up before the meeting and cleaning up at the end of the meeting.

3. Neither the library nor its employees shall assume responsibility for any property of groups, individuals or organizations. The library will not store any property before meetings, and at the end of any meeting, an organization's property must be removed from the library.
4. Groups may arrange to use library audio/visual equipment as needed. However, no one shall operate library equipment unless they are properly trained. This may require that a member of the group make an appointment with a library staff member prior to the meeting to receive training. Staff cannot guarantee that personal electronic items will work with library audio/visual equipment.
5. The meeting room capacity may not exceed the capacity set by the Fire Marshall. Please inquire with library staff for acceptable capacity. Room capacities are also posted at each doorway.
6. The warming kitchen is available for use by all rooms. If more than one group requires use of the kitchen, please share nicely. Do not leave personal belongings in the kitchen.
7. Food and beverages may be served. The oven and microwaves are available for use and the refrigerator may be used for temporary storage only. All other items are for library use only. Certain other items may be used with permission of library staff. All other equipment is the responsibly of the group hosting the meeting. Please keep all food and drinks inside the meeting space.
8. To allow for possible multiple bookings per day, rentals must be held to time frames booked and paid for in advance.
9. Any group found to have not secured the library / meeting room doors after their reservation may face actions including and up to loss of the cleaning deposit, charges for damages incurred, and/or being banned from using the rooms in the future.
10. If any group loses a key to the library their cleaning deposit will be forfeited.

Exhibit A – Library Fees and Charges

All fees and cleaning deposits shall be paid at time of reservation or not later than two weeks (14 calendar days) before scheduled reservation. Failure to make such payment in advance may lead to forfeiture of reservation. All rental fees shall be forfeited unless canceled seven (7) calendar days in advance of the reservation date. Required deposit(s) shall be returned unless Key is not returned by the start of the first business day following the rental or if the facility is not cleaned up as it existed prior to the rental.

Patron/Users	Room Fee	Cleaning Deposit (Refundable)
Non-Profit Groups (defined as literacy oriented, 501(c)3, educational, governmental, or civic/community)	\$0	\$25.00
For-Profit Groups	\$25.00 for the first 4 hours; \$5.00 per each hour after (max. \$50)	\$25.00
Social Events (birthday parties, showers, etc. or Non-Profit groups hosting an event closed to the public or charging a fee)	\$25.00 for the first 4 hours; \$5.00 per each hour after (max. \$50)	\$25.00
Both meeting rooms booked for Social Events or For-Profit groups	\$50.00 for the first 4 hours; \$10.00 per each hour after (max. \$50)	\$25.00

<u>Patron/Users</u>	<u>Blair Library Card Holder Fee</u>	<u>Non-Library Card Holder Fee</u>	<u>Cleaning Deposit (Refundable)</u>
<u>Non-Profit Groups must provide documentation of 501C3 status) or Social Events (birthday party, showers, etc.) -Large Meeting Space*</u>	<u>\$50.00</u>	<u>\$100.00</u>	<u>\$25.00</u>

<u>For-Profit Groups-Large Meeting Space*</u>	<u>\$100.00</u>	<u>\$150.00</u>	<u>\$25.00</u>
<u>Non-Profit Groups (must provide documentation of 501C3 status) or Social Events (birthday party, showers, etc.) Small Conference Room (12 Person Capacity)</u>	<u>\$25.00</u>	<u>\$50.00</u>	<u>\$25.00</u>
<u>For Profit Groups-Small Conference Room (12 Person Capacity)</u>	<u>\$50.00</u>	<u>\$50.00</u>	<u>\$25.00</u>

*This room can be split into two separate rooms. A split room is available for rent and is half the cost of the full fee. Renters requesting the room be split understand that another rental could be occurring at the same time as their event if they choose to not rent the entire space.