

## **Charlotte County Libraries & History Meeting Room Use Guidelines**

Charlotte County Libraries & History Division's (CCLH) meeting rooms are for library activities and programs of community interest during normal library hours. Priority library meeting room use is given to Library programs, the Board of County Commissioners (BOCC) or other Charlotte County Departments, including Supervisor of Elections. Rooms may also be reserved by individuals, groups, and organizations in the public and private sector according to the guidelines in the Meeting Room Use Guidelines and Fee Schedule. Room users are responsible for making prior arrangements with staff regarding room setup and technology needs.

### **Usage Categories**

#### *Non-Profit/Public Use:*

Any individuals renting facilities for a private function or a recreational class or a not-for-profit organization renting facilities for an organizational function, to raise funds for charity, or the maintenance of an organization.

#### *Commercial Use:*

Commercial, business, or individual renting facilities for the purpose of publicity, advertising, sales, or any other for-profit purposes.

If attendees must pay for admission and/or services, the organizer will also be charged at the commercial rate.

#### **NOTE:**

- Meeting rooms may be reserved up to six (6) months in advance.
- Organizations requesting Tax Exempt status must provide evidence of exemption (Form DR-14) at the time of booking request to receive exempt status.
- Outdoor areas require 100% payment at time permit is issued.
- A 25% deposit will secure a rental booking date for all other facilities with balance due fourteen (14) days prior to rental date. This is a policy approved by the Board of County Commissioners.

# **Charlotte County Libraries & History Meeting Room Use Guidelines**

## **General Guidelines**

Meetings may only be scheduled during regular library hours beginning 15 minutes after opening and ending 15 minutes before closing. Organizers and attendees are not allowed in the library facility before or after normal operating hours.

- A rental contract must be completed and approved for each meeting room use or series of uses.
- The length of the reservation should include setup, event, and cleanup time.
- Organizers and attendees must abide all by Charlotte County Facility Rules.
- As the situation may dictate, the Library reserves the right to assign a group to a different meeting space.
- Due to the nature of library programming, a quiet meeting space cannot be guaranteed if another program is happening on-site.
- Library sponsored functions take precedence. The Library reserves the right to cancel any meeting room reservation. Notice will be given to the organizer as soon as possible if cancellation is necessary. The Library will offer alternative dates, if feasible.

## **Promotion/Advertising**

- The organizer is responsible for all promotion and advertising of the event.
- Organizers shall not advertise the library as the location of a meeting until written confirmation of approval has been received.
- The Library's name or address cannot be used as the official address or headquarters of the scheduling organizer.
- It is understood that the granting of permission to use the library meeting room does not constitute an endorsement by Charlotte County of the organizer/group or its programs. Consequently, all notices, flyers or any type of verbal, electronic, or written announcement using the Library's name and location must include this disclaimer: 'Charlotte County Libraries & History does not sponsor nor endorse this program.'
- Charlotte County logos are not to be used on any informational or promotional materials for non-Library sponsored events.

# Charlotte County Libraries & History Meeting Room Use Guidelines

## Organizer Responsibilities

- A. Organizers are responsible for making prior arrangements with staff regarding setup of tables and chairs and technology needs. Library staff may be available to assist upon arrival.
- B. Organizers are responsible for running meeting room technology. Advance instruction by staff on the use of library-owned equipment may be arranged.
- C. Arrangements to serve refreshments must be made with library staff prior to the reservation date.
- D. Groups using library meeting rooms are expected to adhere to Charlotte County Facility Rules and to follow directions given by the library staff. Library users must comply with all federal, state, and local laws and ordinances.
- E. Copyright laws specify that feature films and documentaries shown by outside organizations in library meeting rooms are legally permitted only if they are covered under a Public Performance License.
- F. The organizer is financially responsible for any damages to the room or contents and equipment.
- G. When decorating, nothing may be affixed to the walls, doors, or ceilings. No candles, open flames, pyrotechnics, smoke machines, or Asian sky lanterns allowed.
- H. A \$100.00 refundable security deposit is required for rentals over 30 people and/or use of alcohol.
- I. Library rentals generally do not require a COI. However, certain conditions (use of alcohol, bounce house, climbing wall, animals) will require a COI. A Certificate of Insurance (COI) must be provided fourteen (14) days prior to reservation date, or all payments are forfeited.
- J. Written requests to cancel a reservation at Library facilities outside of two (2) weeks may receive a full refund. Requests to cancel inside two (2) weeks and outside of one (1) week will forfeit 25% of full rental. The County shall retain the rental total for cancellations inside of one (1) week. This is a policy approved by the Board of County Commissioners.

# **Charlotte County Libraries & History Meeting Room Use Guidelines**

## **Requirements of Use**

- Organizers must check in with staff upon arrival to be let into the meeting room. When finished, the organizer should sign out at the front desk and let staff know the number in attendance for library statistics.
- The number of people in the meeting room cannot exceed the Fire Marshal's standards. Room set-up must not block access to fire extinguishers or impede safe egress from the room.
- The organizer is responsible for meeting any ADA or other legal requirements which may apply to it with respect to the meeting or program.
- The facility shall be left it in a neat, clean, orderly condition. Failure to do so may result in the group being denied future access to meeting rooms.
- The Library is not responsible for materials or personal equipment left in meeting room by users.