

Norelius Community Library

CARNEGIE MEETING ROOM RESERVATION POLICY AND AGREEMENT

The Carnegie Meeting Rooms are located on the second (top) floor of the Norelius Community Library. The Carnegie Library served as the public library until 1980, when volunteers and generous donors expanded the Library's footprint, to include the downstairs and Children's Library. In 2022, again with the help of volunteers and generous donors, the Carnegie Library underwent a significant remodel and renovation with the goal of making more public and private use of the space upstairs. The purpose of this policy is to establish rules for use of the Carnegie Meeting Rooms by patrons or groups.

1. The Carnegie Meeting Rooms are available for educational, informational, or cultural meetings during the hours the library is open to the public. No after-hours use is permitted.
2. Any meetings or group presentations must be free of charge and open to the public.
3. Admission fees, donations, or other fees may not be charged or solicited.
4. Meeting rooms are not available for fundraising, selling merchandise or services, soliciting for later sales, or placing orders.
5. Examples of Permitted Meetings: Kiwanis, FFA, EMS, book clubs, group rehearsals or practices, business meetings which are open to the public and do not involve soliciting for later sales of goods or services.
6. The Carnegie Meeting Rooms can be divided into two meeting rooms, a North side and South side. A group may reserve either half, or the whole. There is also a kitchenette which may be reserved by itself, or in combination with reservation of one-half or the whole space.
7. If a group reserves one-half of the room, the people in expected attendance shall be fifteen or less. If a group reserves the full room, the people in expected attendance shall be thirty or less. The kitchenette can accommodate up to ten additional people.
8. If a group reserves any space in the Carnegie Meeting Rooms, an authorized representative of the group, shall sign this reservation agreement and agree that he or she, in addition to the group if it is an entity, is personally responsible for any damage caused by any member of the group or meeting attendee and that the authorized representative has capacity and authority to bind themselves and their group to liability for said damages.
9. If a group reserves space in the Carnegie Meeting Rooms, the meeting must end 30 minutes prior to closing to allow for clean-up by the group and exiting the Rooms 15 minutes prior to closing. Clean up shall include: Returning tables and chairs to their original set-up, vacuuming, wiping surfaces of any tables and chairs used by the group, bagging and sealing any garbage created by the group, and if the group used the kitchenette, cleaning any dishes, wiping all surfaces, vacuuming the floor, and throwing away any trash. In other words – large groups are expected to leave the room in the same condition in which they found the room.
10. Groups with a habit of leaving messes may be denied future reservations by the Board of Trustees.
11. Except as set forth in paragraph 12, no person or group may have food or drink in the Carnegie Meeting Rooms, except liquids in containers with lids. Any person or group which violates this policy will be liable for actual damages caused by spills and stains caused by the individual's or group's violation of this policy.
12. If a person or group wishes to have food or drink in the Carnegie Meeting Rooms, then the person, or group through an authorized individual, must pay a \$50.00 damage deposit to the Library on or before the date and time of the group's reservation. Upon conclusion of the

meeting at which food or drink is provided, the Library will return the \$50.00 damage deposit the same day if Library staff finds no damage upon inspection and the room/s are returned to their original condition and cleaned. If Library staff finds damages, or the rooms are not cleaned, then staff will retain the \$50.00 and commence work to repair damages and cleaning. Staff may perform repairs or cleaning or hire a third party to do the work. If staff repairs damages or performs the cleaning, it will be charged to the person or group at the rate of \$20.00 per hour and actual expenses for materials. If damages are less than \$50.00, the balance remaining after deducting actual cost for materials, staff time, or money paid to a third party will be returned to the person or group which paid the deposit. If damages total more than \$50.00, the person signing this form, and, if applicable, the group on whose behalf an individual signed this form, is liable for the remainder of the actual damages, less the \$50.00 deposit.

13. Carnegie Meeting Rooms are reserved on a first come, first-served basis and may be reserved up to six months in advance.
14. The Library, and its Board of Directors for meetings, have priority for use of the Carnegie Meeting Rooms for meetings or Library events. The Library Director reserves the right to cancel any reservation at any time for any lawful excuse. The Library is not responsible for any damages caused by any cancellation of any meeting at any time.
15. The Library is not responsible for items left in meeting rooms or any personal property brought into the meeting rooms by people or groups, such as damage to a computer, electronic equipment, etc.
16. No alcohol is permitted at any time.
17. No smoking is permitted at any time.
18. No open flames are permitted at any time.

Norelius Community Library
1403 1st Ave South
Denison, IA 51442

Library Hours: Monday-Thursday 9 am to 8 pm
Friday & Saturday 9 am to 5 pm
Phone: 712-263-9355 FAX 712-263-8578

NORELIUS COMMUNITY LIBRARY MEETING ROOM CONTRACT

Name of Organization _____

Contact Person _____

Complete Address _____

Phone # Home _____ Work _____ Cell _____

Date(s) Requested _____

Time(s) Requested _____

Purpose of Meeting _____

Expected Attendance _____

Equipment needs:

_____ No Equipment
_____ TV-VCR/DVD
_____ Overhead Projector
_____ Slide Projector

_____ White Board
_____ PA System
_____ Coffee Maker
_____ Screen

Room Requested

_____ Fireside
_____ Kitchenette

_____ Carnegie
_____ All 3 rooms

AGREEMENT

I, _____ (print name of individual), on behalf of [check one]: ____ (myself) ____ (group), hereby acknowledge that I have read the Carnegie Meeting Room Reservation Policy and Agreement. I understand and agree to its terms and agree that if I, or the group for which I sign, damage the Carnegie Meeting Rooms, the fixtures or contents, I am responsible to pay actual damages caused and if I sign on behalf of a group, so is the group on whose behalf I sign. I also agree to release, hold harmless and indemnify the Library, Library staff, Library Board of Trustees, City of Denison and its officers, officials, employees, agents and volunteers, from and against all claims, damages, losses and expenses arising out of use of the Carnegie Meeting Rooms of any kind or nature whatsoever.

Signature

Date

(Phone)

FOR GROUPS WITH FOOD AND DRINK

I have given \$50.00 to the Norelius Community Library as a damage deposit in exchange for permission for me and/or the group I represent to have food and drink in the Carnegie Meeting Room spaces. If, after the meeting, Library staff discovers damages that staff believes to be caused by me or the group I represent, the Library may retain my \$50.00 deposit to be put toward repair or replacement of damaged items and that I am responsible for any remaining actual damages.

Signature

Date

(Phone)

Staff Signature

Revision approved: March 28, 2023

FORM MUST BE SIGNED IN PERSON AT THE LIBRARY