

7. ROOM RENTAL

Purpose

The meeting rooms of the Huntsville Public Library may be used by the general public. The primary purpose of the meeting rooms is for programs presented by the library or library-related organizations. When not required for the use of the library or library-related organizations, groups are encouraged and welcome to use the room subject to the policies outlined below.

7.01 Policy Applicable to All Meeting Rooms

A. Rules and Regulations

1. The meeting rooms may be used for community activities appropriate for a public library building. The City Librarian and/or the Library Services Specialist will make this determination. The rooms may be reserved for book sales or other fundraising events, the proceeds of which directly benefit the library.
2. The individual making the reservation, as well as the membership of the group as a whole, assumes responsibility for the room and all contents and will be held responsible for any and all damages incurred as a result of the use of the facilities, including but not limited to, damage, loss or theft.
3. No money may be collected on the library premises with the exception of dues for The Friends of the Library group and other auxiliary groups, the proceeds of which directly benefit the library.
4. The library reserves the right to charge for the use of the meeting rooms. Please see the fee schedule in section 7.05.
5. Use of the library's meetings rooms does not constitute endorsement by the City or the Library of any points of view expressed by the group. No advertisements or announcements implying such endorsement will be permitted. The library's phone number may not be used by any non-library related group.
6. Library staff will not handle reservations or incoming phone calls for any non-library related group.
7. Attendance at meetings is limited to the seating capacity specified by the fire marshal, and outlined in the following sections regarding each room.
8. The meeting room must be set up by the individual or group making the reservation and returned to its original condition by the end of the reservation period. Additional chairs and tables may be available in some rooms but must be set up and put away by the individual or group using the room. No additional furniture will be provided unless prior arrangements have been made. All trash must be carried out and

placed into the trash dumpster outside the library near the drive-thru on 14th Street. Trash can liners must be replaced and the cans must be returned to their original location.

9. The length of time for which the room is reserved must include the time necessary for setting up the room and returning it to its original condition (including cleaning) at the end of the meeting. If the meeting extends beyond the reserved time, library staff may request that the meeting be adjourned. Portions of the deposit will be withheld if the meeting goes past the reserved time. See the fee schedule in section 7.05.
10. Four foot wide aisles must be maintained on each side and down the middle of each seating arrangement to provide clear access to exits in case of emergency.
11. Equipment, supplies, or personal belongings cannot be stored or left in the library before or after use.
12. The library is not responsible for lost or damaged items.
13. Items may not be affixed to the meeting room walls or furniture in any way and nothing should be placed against the walls in any room in the building.
14. Smoking, vaping, and use of tobacco products are prohibited in the library and all areas of library grounds, including but not limited to, the parking areas. Alcoholic beverages are prohibited and may not be present in any part of the library or anywhere on library property, including but not limited to, the parking areas. The individual making the reservation, as well as the membership of the group as a whole, agrees to comply with all applicable federal, state, county, and city ordinances, rules, and regulations now in force or which may hereafter be enacted or promulgated.
15. Permission to use the library meeting rooms may be withheld from groups whose members or invitees damage the room, carpet, equipment, or furniture or fail to comply with the rules and regulations. Individuals causing disturbances during meetings, including those who are causing excessive noise not conducive to a library setting, will be asked to leave without a refund of the rental fee or deposit.
16. The individual making the reservation will be responsible for completing and signing the Community Room Arrival and Departure Checklist.
17. The Community Room may be used outside the Library's normal operating hours with additional restrictions (see Section 6.02). All other meeting rooms must be used during times the library is open to the public.
18. Children under the age of 13 must be accompanied at all times by an adult.

19. All events with minors present must be chaperoned by at least one responsible individual 21 years of age or older for every five minors.
20. The individual making the reservation, as well as the membership of the group as a whole, agree to indemnify and hold the City of Huntsville harmless from and against any and all losses, expenses, demands, and claims made against the city arising in any manner from such group's use of the library facilities, whether such losses, expense, demand, or claim made against the City of Huntsville is caused by the city's negligence or not.
21. Use of the meeting room by any individual or group signifies acceptance of and agreement to comply with all the terms of this policy.

B. Reservations

1. Library-related functions are given first priority. Other requests will be considered on a first-come, first-served basis, but all previous approvals may be cancelled at any time. If the room is needed on an emergency basis for official city business or library programming, the reservation will be cancelled and may be rescheduled at the group's request.
2. Requests for the use of the meeting rooms may be made by submitting a completed Room Reservation Agreement along with payment of required deposit and all applicable room use fees. Submission of a Room Reservation Agreement and payment does not mean the room is automatically reserved. Contact the Library Services Specialist no sooner than one full business day after submission to confirm the reservation has been added to the calendar. The reservation is not considered active until the deposit and room use fees have been received and cleared by the library, which may take up to ten business days.
3. The Room Reservation Agreement and payment must be submitted to the library at least two weeks, but no more than two months, in advance of the date requested. If a group or individual wishes to reserve a meeting room fewer than two weeks ahead of time, the deposit must be paid in cash or credit card.
4. Reservations for the meeting rooms may not exceed two meetings per month. Exceptions to this rule may be authorized by the City Librarian or Library Services Specialist. Exceptions will be limited to a two month period after which the arrangement will be reevaluated in light of current Library and community needs
5. Reservations are not automatically renewable. Standing reservations for dates throughout an entire year must adhere to the City of Huntsville Fiscal Year, which runs from October 1 through September 30. Individuals or groups with standing reservations must finalize the current fiscal year reservation and accept any deposit refund due by

the end of September and complete a new Room Reservation Agreement and deposit payment for dates in the coming fiscal year during October or thereafter.

6. Groups holding reservations are required to notify the library of any cancellation three (3) days before the date in order to free the room for other groups.
7. Failure to comply with any of these rules may result in refusal by the library to allow future meetings by the offending group or individual.
8. If the responsible party or designee does not arrive by 45 minutes after the requested reservation start time, the individual or group will be considered a No Call/No Show, and their entire reservation will be canceled.

7.02 Community Room

A. Specifications

1. Dimensions: 1,872 ft²
2. Hours: Available during normal library operating hours
10 a.m. to 7 p.m. Monday-Friday, 10 a.m. to 2 p.m. Saturday
Additional availability beyond normal library operating hours is subject to staff availability and at the discretion of the City Librarian or Library Services Specialist.
3. Furnishings: 250 chairs, 10 tables
4. Available Equipment: projector (can be connected to a personal laptop), sound system, microphone, Blu-Ray player, 55” television, kitchenette with a full size refrigerator, sink, and microwave
5. Capacity: 250

B. Policy

1. To use the community room’s AV equipment, a brief half-hour class on the proper use of the equipment must be taken prior to the reservation period. These classes can be scheduled through the IT Services Coordinators. The class need only be taken once per individual or group, regardless of how many times the individual or group reserves the room.
2. Use of the kitchen is included in the rental of the room. It is a kitchenette meant for heating or re-heating food, not full meal preparation. The kitchen includes a refrigerator, microwave, double sink, and a countertop. The kitchen must be cleaned and returned to its original condition if used. Trash must be emptied.
3. Reservations for the Community Room may include time before or after the Library’s normal operating hours provided a Library staff member is available to provide oversight of the Library facilities.
 - (a) If a Library staff member is not available during the date and time requested, the reservation will not be accepted.

- (b) Reservations that include times before or after the Library's normal operating hours must be finalized by submitting full payment within three (3) library operating days following notification that a Library staff member is available or the reservation will not be accepted.
- 4. Reservations may never be made for the Community Room on official City holidays or on any weekend adjacent to an official City holiday.

7.03 Board Room

A. Specifications

- 1. Dimensions: 312 ft²
- 2. Hours: Normal operating hours of the library
- 3. Furnishings: 1 table, 16 chairs
- 4. Available Equipment: wall-mounted television screen (can be connected to a personal laptop), DVD player, and telephone.
- 5. Capacity: 16

B. Policy

The Board Room is suitable for light refreshments or boxed lunches. More extensive catering must be reserved for the Community Room. Please see section 7.01 for all additional applicable policies.

7.04 Study Rooms

A. Specifications

- 1. Dimensions: 2 rooms, 80 ft² each
- 2. Hours: Normal operating hours of the library
- 3. Furnishings: 1 table, 4 chairs
- 4. Available equipment: None
- 5. Capacity: 4

B. Policy

- 1. Reservations for study rooms are not required but are recommended. When not reserved, study rooms are available for use on a first-come, first-served basis.
- 2. Study rooms may be used by an individual or group for a maximum of two hours per day. If another individual or group is waiting to use a room and the current occupant's time has exceeded two hours, the current occupant will be asked to cede the room to the next user. Substituting one or more members of a group does not constitute a new group. If any one individual in a group has already occupied a study room for two hours, the group may not use a study room if others are waiting.

3. Individuals or a member of a group must sign-in at the Circulation Desk for admittance to a room. Failure to accurately indicate the actual time in may result in the individual or group being required to cede the room to a new user at any time, regardless of the length of time in the room, and preclude further use of a room for the remainder of the day.

7.05 Fee Schedule

A. *Community Room*

1. Deposit: \$150 applicable to all groups
2. For-profit groups outside Walker County: \$150 for the first hour and \$50/hour for each subsequent hour
3. For-profit groups within Walker County: \$100 for the first hour and \$50/hour for each subsequent hour
4. Other groups or individuals outside Walker County: \$25/hour
5. Other groups or individuals within Walker County: Deposit only
6. After-hours charge: additional \$30/hour applicable to all groups
7. Per hour use fees are charged based on full hour increments
8. Per City Ordinance, AV equipment rental fee is \$20/day.

B. *Board Room*

1. Deposit: \$150 applicable to all groups
2. For-profit groups outside Walker County: \$150 for the first hour and \$50/hour for each subsequent hour
3. For-profit groups within Walker County: \$100 for the first hour and \$50/hour for each subsequent hour
4. Other groups or individuals outside Walker County: \$25/hour
5. Other groups or individuals within Walker County: Deposit only
6. Per hour use fees are charged based on full hour increments
7. Per City Ordinance, AV equipment rental fee is \$20/day.

C. *Study Rooms*

1. Deposit: no deposit required
2. All groups and individuals: no charge

D. *Deposit Withholdings*

In order to receive a full refund of the room rental deposit, the organization or individual renting the room must clean it and return it to its original condition. This includes, but is not limited to, wiping down all table and furniture surfaces, throwing away all trash, taking trash bags to the outdoor trash can, cleaning any spills that occur, wiping down kitchen sinks and counters, and returning all furniture to its original position. This is not an exhaustive list. The organization or individual renting the room must notify the Library when they are ready to leave.

All or portions of the group or individual's deposit may be withheld in the event of damages or other events. If the damage exceeds the amount of the initial deposit, the group or individual will be billed. The room will be inspected before the renter's deposit is returned, which may take several business days.

1. Damage to any aspect of the room, furniture, or equipment: actual cost to repair
2. Occupying room past reservation time: \$15/quarter hour or any portion thereof
3. No call no show: \$50
4. Room not cleaned and/or returned to original state: \$50
5. Failure to return key card: \$50

If the responsible party, or their designee, does not arrive at the library within 45 minutes of the scheduled reservation start time, the reservation will be automatically cancelled. The responsible party will forfeit any and all surcharges (after hour or non-profit rental fees), and the \$50 No Call/No Show fee will also be withheld from their deposit.