

EMMET O'NEAL LIBRARY
MEETING/CONFERENCE ROOM POLICY

The Emmet O'Neal Library provides a meeting room and a conference room for use by **the citizens of Mountain Brook and groups with a majority of the members as residents of Mountain Brook** or others for commercial use. A valid library card is required. The following is a statement of regulations and fees concerning the use of these rooms at Emmet O'Neal Library. The Board of Trustees of Emmet O'Neal Library has formulated these policies to serve the best interests of the entire community.

The fact that a group is permitted to meet at Emmet O'Neal Library does NOT, in any way, constitute an endorsement of the group's policies or beliefs. The Board reserves the right to cancel any reservation with or without prior notice.

The primary purpose of Library meeting rooms is to serve the needs of library-sponsored programs and services and such functions shall always have priority and will use the rooms at no cost, including The Friends of Emmet O'Neal Library and The Junior Women's Committee of 100.

1. City Ordinance prohibits smoking in any public facility within the City limits of Mountain Brook.
2. Reservations may be made online at <http://www.eolib.org>. Reservations will be approved by the meeting room moderator on a "first-come, first served" basis. Please allow 24-48 hours for approval. Credit cards will be charged when room reservation is approved.
3. Fee Schedule –
 - Non-Commercial/Civic/Educational Group Use
 - Community Meeting Room \$50.00 per 4 hours, or part thereof
 - Conference Room \$20.00 per 4 hours, or part thereof
 - **Cleaning fees of \$25.00 (for Conference Room) or \$50.00 (for Meeting Room) or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Commercial Group Use
 - Community Meeting Room \$100.00 per 4 hours, or part thereof
 - Conference Room \$50.00 per 4 hours, or part thereof
 - **Cleaning fees of \$50.00 (for Conference Room) or \$100.00 (for Meeting Room) or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Commercial Group Use If Items Are Being Sold
 - Community Meeting Room \$125.00 per 4 hours, or part thereof
 - **Cleaning fees of \$100.00 or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Social Event
 - Community Meeting Room \$250.00 (plus Security Deposit) (no children's birthday parties permitted)
4. An application for the use of the meeting room for a Social Event must be made thirty (30) days in advance. Payment of a **\$200.00** cash or money order deposit (the Security Deposit) is due at the time reservation is made. The Security Deposit will be refunded if: (i) the meeting facility is found to be in satisfactory condition following the event; and (ii) the Library Key is returned to the Circulation Desk. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited. **Unsatisfactory conditions include, but are not limited to: stains, gum and/or burns on carpet; damaged walls or ceiling tiles; broken furniture and/or appliances, etc.**
5. A \$25 fee will be required for groups requesting the Community Meeting Room be set up by library staff in advance of a meeting. Set up will not begin prior to reservation start time. Group must include setup time in reservation request.
6. Payment in full is required at the time a reservation is made.
7. Room rental fees will be refunded or credited as follows:
 - Reservation rental fees will be refunded if the reservation is canceled online one (1) month before the scheduled event. Otherwise, all reservation room rental fees will be forfeited.
 - If the library is closed due to inclement weather, the group will be given an opportunity to reschedule its meeting or have rental fee refunded.

8. Groups using The Library are responsible for leaving the facility in good order with doors locked, lights turned out. Abuse of Library property will result in charges for the repair or replacement of damaged property and/or the loss of permission to use the meeting/conference rooms.
9. If the meeting will be held after Library hours, a key to the exterior door into the Community Meeting Room will be issued to the person who made the reservation no sooner than one business day in advance of the meeting reservation date. The key must be returned in the exterior book return or returned in person by 12:00 noon the following day, or a \$10 fee will be applied to the user's library card.
10. Alcoholic beverages may **NOT** be served during Library hours by groups renting the rooms and may not be sold. White wine, champagne and beer containing no more than 14% alcohol may be served at events held after The Library has closed. **Note: Any event serving alcohol will require:**
 - Commercial (for profit) and Non-Commercial (non-profit) groups: Payment of a **\$200.00** cash or money order deposit (the Security Deposit) at the time of reservation.
 - Social Event: Payment of a **\$500.00** cash or money order deposit at the time of the reservation AND the services of an off-duty uniformed Mountain Brook police officer. The renter will hire and pay the police officer directly.

The Security Deposit will be refunded if: (i) the meeting facility is found to be in satisfactory condition following the event; and (ii) the Library key is returned to the book return or in person the following business day. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited. **Unsatisfactory conditions include, but are not limited to: stains, gum and/or burns on carpet; damaged walls or ceiling tiles; broken furniture and/or appliances, etc.**
11. Groups of individuals under the age of 21 must have an adult sponsoring attendance at their meetings at all times.
12. Children must be supervised at all times. The Library is NOT responsible for children left unattended in the Library while their parent or guardian is in a meeting at the Library.
13. Persons attending meetings are subject to all Library rules and regulations. Meetings may not be held at tables or seating areas of the Library designated for reading, research and study. The Library may deny use of meeting/conference rooms to any group that fails to comply with these rules and regulations.
14. There is a kitchen located between the Meeting Room and the Conference Room. The kitchen facilities include: microwave, refrigerator, warming oven, coffee pot, dishwasher and icemaker. The Library does NOT provide the renter with coffee, condiments, paper cups/plates, napkins, etc. Any serving utensils, bowls, plates etc. in the kitchen upon arrival belong to the Library and should not be removed. No food preparation, other than warming in microwave or ovens, shall be allowed. Covered dishes or meals catered by licensed caterers shall be allowed. All small appliances and equipment should be turned off/unplugged.
15. No food or beverages may be served in the lobby. No drinks containing Red Dye #2 or red wine shall be allowed.
16. All trash, including trash resulting from the serving of refreshments, must be placed in the receptacles provided.
17. The Conference Room contains twelve (12) leather chairs; however, thirteen (13) additional chairs may be moved into the Conference Room from The Meeting Room to seat twenty-five (25) people. There are one hundred, fifty (150) stacking chairs available in the Meeting Room and forty (40) tables. **(By order of the City of Mountain Brook Fire Marshall, attendance and seating at meetings is limited to the room capacity.)** Seating and/or supplementary furniture is NOT allowed in the lobby. Additional furniture items to be brought in must be approved by The Library Director, or her designee, before they are set up in any room. Use of any appliance, equipment or extension cord not provided by the Library is prohibited unless approved in advance.
18. **Nothing may be attached to the walls, furniture, doors or the ceiling tiles. Fire code prohibits any open flames, including such things as incense or CANDLES.**
19. Advance notice is required for the use of Library audio-visual equipment.
20. The Library does not provide porter services for groups meeting in the facility nor storage space for their property. The Library does not accept responsibility for materials that are lost, damaged, or left in meeting rooms.
21. Library staff will not accept calls or relay messages to people attending meetings (except in emergencies).
22. Groups may not use the Library as their mailing address nor may they state or imply that the Library sponsors or endorses their meeting. No signs advertising non-library sponsored events shall be posted.
23. The Library will give the name and phone number of the person and group making the reservation to anyone inquiring about the meeting.
24. Admission charges and sales are permitted. However, any meeting generating revenue must be held at the fee charged for commercial meetings. Generating revenue includes proceeds from sales, admission or attendance charges or fees, or tuition. Also included are meetings where a sales presentation is made, regardless of whether

goods or services are sold at the meeting. **Groups must obtain a sales tax license and comply with all applicable City and State laws.**

25. Excessive noise or disruption to the functions of The Library are not permitted. Music and noise must be kept to a reasonable level, and in accordance with the City's noise ordinance.
26. No pets are allowed in The Library, with exception of service animals.
27. When a tornado warning is issued or fire alarm activated, The Library will follow evacuation procedures outlined in emergency procedures manual. Failure to follow evacuation procedures may result in the loss of permission to use the meeting/conference rooms.
28. Permission to use the facilities may be withheld from anyone who fails to comply with these policies.
29. The Emmet O'Neal Library reserves the right to alter this policy without prior notice.