

# Ashbrook Meeting Room Rental Policy

Revised & Accepted March 2018, July 2021

## Policy Statement

The El Reno Carnegie Library provides access to the Ashbrook Meeting Room so that the library can promote its program of service to the community. The meeting room is open to be reserved during normal library hours of operation for groups up to 25 people in size. Organizations engaged in educational, cultural, intellectual, and charitable activities may use the room for free if given advance notice. Events that do not meet this definition are also welcome, but will be charged a fee and a refundable deposit.

## Applications

Groups and/or individuals scheduling the library meeting room are required to state the purpose of the meeting and fill out an application. Applications will not be accepted without a valid signature; original and facsimile signatures will be deemed effective and binding for the purpose of establishing a rental contract. The application is not valid unless signed by the Library Director or Library staff.

Library and City programs are given precedence when booking the meeting room. The Library reserves the right to reschedule other meetings when the room is needed for the Library or the City.

## Fees

There is a fee associated with the use of the Ashbrook Room by individual entities including, but not limited to, birthday parties, showers, family reunions, direct sales, classes for which fees are charged, events where anything is being sold.

- \$50 with a \$25 refundable deposit. Cash or Check only.

## Meeting Room Rules

- Reservations are granted case-by-case on a first-come, first-serve basis.
- Must be 18+ to reserve the meeting room.
- Reservations can be made no earlier than 1 month before the event start time, and no later than 24 hours prior to event start time
- Groups are limited to one meeting reservation at a time, unless an exception is made by the Library Director
- Cancellations made more than three days in advance of the event time will receive a full refund. After this deadline, reservations are subject to forfeiture of the deposit. If no cancellation is made and the party does not show up, the full rental fee is applied.
- Events must end 15 minutes prior to the Library's closing time
  - By this time, the meeting room must be returned to original condition, including taking the trash in the receptacles to the dumpster and returning furniture to original locations
  - All group members must be out of the room by this time.

## Things that are not permitted

- loud music
- hate speech; verbal or visual representations
- unaccompanied children in any area outside of the event
- any alcoholic beverages in the room or on the property
- smokeless tobacco, cigarettes, e-cigarettes, vaping, or smoking of any kind
- food or drink outside of the Ashbrook Meeting Room
- tape, thumb tacks, or other fasteners used to hang decorations to any permanent surfaces in the room including the walls, doors, ceilings, and floors
- any behavior that is disruptive to library visitors, staff, or regular operations.
- No tables, chairs, or other equipment provided by the Library may be removed from the facility at any time.

## **Additional Meeting Room Regulations**

1. Renter is responsible to see that all activities are properly controlled and supervised.
2. Renters of the facility shall assume responsibility for noise levels of their participants.
3. The Library will not provide personnel to assist in handling of exhibits and other materials needed by groups using the meeting room.
4. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization. The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs.
5. The Library, its officials and employees assume no responsibility for any personal property, equipment, or furniture brought into the building.
6. Any accident or injury to persons using the facilities will be the responsibility of the Renter.
7. The Renter will not do, not permit to be done, anything in or upon any portion of the facilities or bring or keep anything therein or thereon which will in any way conflict with the then existing fire code promulgated by the Library and the City of El Reno Fire Department, or which will in any way create and/or perpetuate any unsafe conditions as deemed appropriate by the Library.
8. Renter shall not use the building for any purpose which is illegal or in violation of any ordinance of Library. The facility may not be used for commercial use. This includes sale of good and/or services, or charges of admission to events. This excludes non-profit organizations that have a use agreement with the Library.
9. No additional lighting or electrical modifications will be permitted unless approved by library staff.
10. The Library reserves the right to remove from the facilities any person whom the Library, at its sole discretion, deems objectionable. Neither the Library nor any of its officers, agents, or employees shall be liable to Renter for any damages that may be sustained by Renter through the exercise of this right.
11. Any renter or group that fails to comply with the rules set forth herein will be subject to denial of future use of the facility.