

Stillwater Public Library

Meeting Rooms Application *

Meeting Information:

Title of Meeting (to be placed on the board) _____

Today's Date _____ Room Reservation Date: _____ Time of Reservation _____ - _____

Approximate size of group: _____ Is this a "non-profit group or organization"? Yes No

***Please note ~ an application and \$50.00 deposit are required before your meeting will be scheduled and confirmed.**

Which room do you wish to reserve?

138 ~ for non-profit groups only
Boardroom style (capacity 14)

119
Classroom style (capacity 67)

1st Floor Computer Lab
Classroom style (capacity 67)

215 Auditorium
Classroom style (capacity 108)
Theater style (capacity 250)
Custom style (capacity varies)

Prep Kitchen~ Free with Meeting room (By request only)

214
U Shape style (capacity 40)

202
Classroom style (capacity 36)

313
Boardroom style (capacity 40)

309 Reception Area
Classroom style (capacity 36)
Theater style (capacity 85)
Round Table style (capacity 48)

Applicant/Organization information:

Organization Name (if applicable): _____

Applicant Name: _____

Address: _____
(Street) (City) (State/Zip)

Phone: (Work) _____ (Cell) _____ (Home) _____

(Fax) _____ **Email to receive invoices:** _____

Purpose or function of meeting: _____

I affirm that I am at least eighteen years of age. I have completely read and fully understand the policies, rules and the disclaimer pertaining to the use of the Stillwater Public Library's meeting rooms.

I agree to be responsible for my group and paying all fees accrued.

Name of applicant (please print): _____

Signature of applicant: _____

For office use only:

Deposit Amount: _____ Payment Description: _____ Date: _____ GIS _____

Transfer/Applied Amount _____ Refund Amount _____ Date: _____

Meeting Room Policy

The Stillwater Public Library is an exceptional meeting facility designed to accommodate a variety of meeting and event needs including free Internet access. The five spacious conference rooms, impressive Auditorium, and beautiful Reception Area make this facility suitable for conferences, seminars, workshops, banquets, receptions, showers, and small conventions. The Prep Kitchen, which comes free of charge, is ideal for catering events.

To Reserve a Meeting Room:

Please call a meeting room coordinator at **372-3633 ext. 8103 (M-F 9am-5pm)** or contact us by emailing libmeetingrooms@stillwater.org. A completed application and deposit are required to schedule and receive a confirmation for a meeting room. The deposit is due at least 3 business days prior to any meeting.

Available Hours:

Library meeting rooms are available during the following hours, excluding Library holidays. It is suggested that arrangements to conclude your program be made at least **15 minutes** prior to the closing of the Library.

Meeting Room Hours:

<i>Monday – Thursday</i>	<i>8:00 am – 8:45 pm</i>	<i>Saturday</i>	<i>9:00 am – 5:45 pm</i>
<i>Friday</i>	<i>8:00 am – 5:45 pm</i>	<i>Sunday</i>	<i>1:00 pm – 4:45 pm</i>

Standard Conference Room Amenities:

Wireless internet, tables, padded chairs, projection screens. The Auditorium and 119/Computer Lab are equipped with a public address system and equipment for the hearing impaired. The Auditorium is equipped with stage lighting and a wheel chair lift. Room 119/Computer Lab is equipped with a Cisco Telepresence video-conference system, 10 computers with Skype capabilities, and Microsoft Office Pro. An LCD projector (no charge) and a DVD/Blu-Ray player are available for use in the Auditorium, 119/Computer Lab, and Room 313. Rooms 202, 214, and the Reception Area are each equipped with a 60" flat-screen smart TV with computer and DVD/Blu-ray player. The Prep Kitchen includes a refrigerator, microwave, ice machine, and abundant counter space. Easels, A/V carts, lecterns, and modular panels are also available.

Meeting Room Information		Fees Per Hour		
Rooms		Capacity Max:	Resident *	Non-resident *
138	Boardroom (for non profits only)	14**	No fee	No fee
Prep kitchen	For use with meeting room (by request only)		No fee	No fee
313,214,202	Conference rooms	40**	\$30.00	\$45.00
119 /computer lab	2108 sq. foot classroom/computer lab with 10 computers on 5 tables	72 **	\$45.00	\$67.50
Auditorium	2128 sq. foot multi use, multi setting room	250 **	\$45.00	\$67.50
Reception Area	804 sq. foot multi use, multi setting room	85**	\$35.00	\$52.50
Other Fees		Fees Per Event		
Room deposit	Not required for government agencies or room 138		\$50.00	\$50.00
Setup/Cleanup fee	Applied for chair and table setup and teardown, when catered food has been served, when preconfigured rooms are rearranged.		\$25.00	\$37.50
Technical assistance	(when available)		\$30.00	\$45.00
Tablecloths	White tablecloths – Subject to availability		\$5.00	\$7.50
Coffee & tea service	Coffee will be prepared including condiments, cups, stir sticks, and napkins.	12 cups	\$15.00	\$22.50
		24 cups	\$30.00	\$45.00
		36 cups	\$40.00	\$60.00

Groups renting two (2) or more rooms for simultaneous use will receive a **10%** discount on the room rental fee only.

** Capacity can vary depending upon room configuration with furniture.

*Resident is defined as someone who lives inside the [Stillwater city limits](#). A non-resident is someone who lives outside [Stillwater city limits](#).

Payment Guidelines:

- Hourly meeting room fees will be assessed based on the time scheduled. If use of a room exceeds time scheduled, additional fees will be assessed.
- **Groups should notify the Library of a meeting cancellation 24 hours in advance. Failure to do so may result in a two hour usage fee.**
- Meeting room charges are due within 30 days after the invoice date. Payments made after this due date are subject to a \$25.00 late fee, excluding state and government agencies, for every month or portion thereof that payment is not received. New and existing reservations for groups and individuals with overdue meeting room accounts may not be honored.
- Refunds on deposits may be requested after all meeting room user fees have been paid and upon verification that the meeting room used has no damages. Room deposits will be applied to any unpaid meeting user fees after the due date.

Meeting Room Guidelines:

- **Room 138** may be scheduled for up to 4 hours per day. No food is allowed however, you *can* have covered drinks. Please do not go over your requested time frame; we schedule this room very often, sometimes back to back with other groups.
- Unlawful, hazardous or dangerous activities are prohibited in the Library. **No open flames** of any kind are allowed: for example, candles, pyrotechnics, lighters, matches, etc. **No alcoholic beverages. No tobacco products.**
- Groups using meeting rooms assume full responsibility for any damage to the room or contents. Beverages or foods which may stain the carpeting such as **red punch should not be served**. Meeting rooms should be left in a neat and orderly condition. If not, notice will be given to the group that a second offense may result in being denied further use of the Library meeting rooms. Part or all of the deposit may be forfeited. Fees incurred as a result of damage will be determined by the Library Director in consultation with the Library Maintenance staff. We do not reserve rooms for children's birthday parties.
- Groups using the meeting rooms are responsible for providing their own refreshments and supplies such as note paper, flip chart pads, pencils, etc. Only dry erase markers provided by the Library may be used on marker boards in the conference rooms.
- No additional furniture or equipment other than that furnished by the Library is to be used without advance approval. Any outside furniture or equipment approved for use should be removed from the Library at the end of the meeting. Groups wanting to leave equipment in building overnight will need to sign a release form.
- Neither the name nor the address of the Library may be used as the official address or headquarters of any organization. Meeting at the Library does not in any way constitute an endorsement of the group's policies or beliefs.
- The Stillwater Public Library and the City of Stillwater shall be held harmless from any injuries or accidents arising out of any group or individual's use of its facilities.
- Violation of these guidelines may result in revocation of meeting room use.

Please Note: Fire Code capacity limits will be enforced to ensure safety according to fire codes established by the Stillwater Fire Department.

Disagreements concerning any aspect of this policy may be appealed to the Stillwater Public Library Board.

Date Revised: June 24, 2014