

Stillwater Public Library Meeting Room Policy

The Stillwater Public Library is an exceptional meeting facility designed to meet a variety of meeting and event needs including free Internet access. The five spacious conference rooms, impressive auditorium, and reception area make this facility suitable for conferences, seminars, workshops, banquets, receptions, and small conventions. The large prep kitchen is ideal for catering events.

To Reserve a Meeting Room: Fill out the attached application form. The completed application form and deposit should be received by the Library Meeting Room Coordinator or business office at least three business days in advance of the scheduled meeting. Please call 372-3633, ext. 103 for information on meeting room availability.

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.

Monday – Thursday	8:00 am – 9:00 pm
Friday	8:00 am – 6:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	1:00 pm – 5:00 pm

Call for hours for room 138

Meeting Room Information and Fees:

Location:	Meeting Rooms#:	Fees Per Hour/ Deposit*	Capacity:
South Bldg. Conference Rm. (Non-Profit Groups Only)	138	No Fee/No Deposit*	15
North Bldg. Conference Rms.	202, 214, 313	\$20.00 / \$50.00	40
North Bldg. Large Conference Rm.	119	\$35.00 / \$50.00	80
North Bldg. Auditorium	215	\$35.00 / \$50.00	250**
North Bldg. Reception Area	(exhibit use) 309	\$15.00 / \$50.00	85**
	(with set-up)	\$25.00 / \$50.00	
Prep Kitchen (if not rented in conjunction with a meeting room)		\$15.00 / \$50.00	
Clean Up Fee***	(up to 99 people)	\$25.00	
	(100+ people)	\$45.00	
Technical Assistance	(when available)	\$30.00	

*A deposit is not required for government agencies.

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

***Clean Up Fee is a one time charge, per event, for groups that cater or bring in meals to meeting rooms. This fee is charged to recover additional costs associated with the disposal of food & containers and floor protection.

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

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

Standard Conference Room Amenities: Internet, tables, padded chairs, marker/tack board, dry erase markers, display rail, projection screens, water, coffee pot (upon request). The second floor auditorium and the large conference room 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. The prep kitchen includes a refrigerator, microwave, ice machine, and abundant counter space. Groups catering or bringing in meals will incur a clean up fee.

Additional Equipment Available:

LCD Projector/cart	\$50.00	
Major Equipment	\$12.00 per item	TV/VCR cart, TV/DVD cart, slide projector/cart, overhead projector/cart
Minor Equipment	\$5.00 per item	Easels, a/v carts, lecterns, modular panels, laser pointer
Tablecloths*	\$3.50 each	Green Tablecloths and skirts
	\$3.50 each	White Tablecloths
Coffee and Tea Service	\$10.00 - 12 cups; \$15.00 - 24 cups; \$25.00 - 36 cups	

*Request for tablecloths should be made seven days prior to event and are subject to availability.

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 of the meeting date. Payments made after this due date are subject to a 1½ % 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:

- 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. Reconfiguration of the meeting rooms may result in additional fees.
- 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.
- Room 138, located in the South building may be scheduled up to four hours a day. No food allowed in room.
- 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.

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

Date Revised: June 24, 2008