

# Stillwater Public Library Meeting Rooms Application

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

Which room do you wish to reserve? (*Check one*)

- |  |                          |               |               |                          |
|--|--------------------------|---------------|---------------|--------------------------|
| 138 (for non profits only) (capacity 14) | <input type="checkbox"/> | 202 classroom | (capacity 40) | <input type="checkbox"/> |
| Auditorium (capacity varies)             | <input type="checkbox"/> | 313 Boardroom | (capacity 40) | <input type="checkbox"/> |
| Reception Area (capacity varies)         | <input type="checkbox"/> | 214 U shape   | (capacity 40) | <input type="checkbox"/> |
| 119 (capacity varies)                    | <input type="checkbox"/> |               |               |                          |
|  |                          | Kitchen       |               | <input type="checkbox"/> |

## Applicant information: \*

Name of Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Contact Person Name: \_\_\_\_\_

Phone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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 Individual filing application (please print): \_\_\_\_\_

Signature of individual filing application: \_\_\_\_\_

**\* ~Application and deposit are required before your meeting will be confirmed.~**

For office use only:

Deposit Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Pmt. Description: \_\_\_\_\_ GIS \_\_\_\_\_

Transfer/applied amount \_\_\_\_\_ Date: \_\_\_\_\_ Refunded \_\_\_\_\_

## 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 103 \(m-f 9a-5p\)](tel:372-3633) or contact us by emailing [libmeetingrooms@stillwater.org](mailto:libmeetingrooms@stillwater.org). A completed application and deposit are required to schedule 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.

### Library Meeting Room Hours:

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

### Standard Conference Room Amenities:

**Wireless internet**, tables, padded chairs, marker/tack board, dry erase markers, display rail, projection screens, water, coffee pot (upon request). The second floor Auditorium and 119 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.

Meeting Room Information			Fees Per Hour	
Rooms:		Capacity:	Resident *	Non-resident *
138	For non-profit groups only (4 hours max per day)	14 **	No fee	No fee
Prep kitchen	For use with meeting rooms (By request only)		No fee	No fee
202, 214, 313	conference rooms	40 **	\$25.00	\$37.50
119	2108 sq foot multi use room	varies	\$40.00	\$60.00
Auditorium	2128 sq foot multi use room	varies	\$40.00	\$60.00
Reception Area	804 sq foot multi use room	varies	\$30.00	\$45.00
Other Fees:		Fees Per Event		
Room deposit	not required for government agencies or room 138		\$50.00	\$50.00
*Setup/ Cleanup fee *Effective July 1, 2010	For chair and table setup and teardown. When food has been served. When preconfigured rooms are rearranged (214,202)		\$25.00	\$25.00
Technical assistance	(when available)		\$30.00	\$45.00

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

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

**\*Resident is defined as someone who lives inside the Stillwater city limits. A non-resident is someone who lives outside city limits.**

## Equipment List

## Fee per Event

Equipment	Description	Resident *	Non-resident *
LCD projector with cart		\$50.00	\$75.00
Major equipment (per item)	TV/VCR cart, TV/DVD cart, slide projector/cart, overhead projector/cart	\$15.00	\$22.50
Minor equipment (per item)	Easels, a/v carts, lecterns, modular panels, laser pointers	\$8.00	\$12.00
Tablecloths	Green tablecloths and skirts; white tablecloths- request for tablecloths need to be made 7 days prior to event. Subject to availability.	\$5.00	\$7.50
Coffee & tea service: 12 cups 24 cups 36 cups	Coffee will be kindly prepared for you. Also, condiments, cups, stir sticks and napkins will be provided.	\$15.00 \$30.00 \$40.00	\$22.50 \$45.50 \$60.00

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

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: July 1, 2010