

## **Meeting Room and Grounds Use Policy**

Reference: Adopted by the Library Board  
(Original date unknown)  
Revised and adopted by the Library Board, July 28, 2009  
Revised and adopted by the Library Board, May 27, 2014  
Revised and adopted by the Library Board, August 25, 2020

The meeting rooms and grounds of the Cloquet Public Library shall be available for community use under the conditions prescribed or permitted by law and in accordance with policies adopted by the Library Board. The meeting rooms and grounds shall not be available for the financial benefit of private individuals or organizations. Only non-profit groups may collect dues, fees or event charges from attendees

Library-related organizations or functions will be given priority for room use.

All requests to use the meeting rooms, meeting room equipment, or grounds shall be made via phone, online reservation software or in person. Applications for meeting room use are not confirmed until approved by library staff. Applicants will be notified of approval for use within three business days of making a request.

The Library Board and/or Library Director reserves the right to:

- Cancel any use of the meeting room by giving two weeks' advance notice, or in case of inclement weather causing closure of the library, or in an emergency
- Limit the frequency that any one group may use the meeting rooms
- Limit reservations of rooms to no more than ten (10) weeks in advance
- Revoke future use of rooms if policies are not followed

Use of the library meeting rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.

Smoking, including electronic cigarettes, is not permitted anywhere in the building or on the library grounds.

**All renters must follow state and local guidelines in regards to health and safety measures.**

**This policy is subject to change under the direction of the Library Board.**

## **Fees**

No fee will be charged to departments of the City of Cloquet and government meetings, or events of an educational nature that are open to the public.

The following fee schedule shall apply for non-library functions:

Non-Profit - \$25.00/hour

For Profit - \$50.00/hour

A \$50.00 cleaning deposit is required for all non-library events.

### **Northwoods Meeting Room A:**

**Room Capacity: 125 people**

**Available Equipment: 2 Large Screen TVs, wifi**

### **Northwoods Meeting Room B:**

**Room Capacity: 21 people**

**Available Equipment:**

### **Northwoods Meeting Room C:**

**Room Capacity: 21 people**

**Available Equipment:**

### **Northwoods Meeting Room A-B or A-C:**

**Room Capacity: 126 people**

### **Northwoods Meeting Room B-C:**

**Room Capacity: 42 people**

### **Northwoods Meeting Room A,B,C:**

**Room Capacity: 167 people**

**Available Equipment:**

**Kitchen:**

**Conference Room:**

**Room Capacity: 10 people**

**Available Equipment: Large Screen (55 inch) TV, wifi, HDMI, VGA compatible, and sound bar.**

**Sink**

**Coffee maker upon request.**

**Northwoods A,B,C & Conference:**

**Capacity: 194 people**

**Available Equipment:**

**Northwoods A,B,C, Conference & Kitchen:**

**Capacity 194 people**

**Extras:**

**Sound Equipment:**

**Stage:**

**Projector:**

# **Renter Responsibilities**

## **Guidelines for Use**

The person who signs the rental agreement for use of a library meeting room is responsible for ensuring that the group adheres to the code of conduct and library use policies and procedures.

When groups using the library or its meeting rooms involve children school age or younger, an adult supervisor must be present at all times.

The number attending a meeting may not exceed the established capacity of the room.

Cancellation of a meeting room/grounds reservation must be made at least 48 hours prior to the scheduled use, or the group will be charged for use of the room. Exceptions may be made in the case of emergency weather situations with the approval of the Library Director.

Library staff will not be responsible for setting up rooms for non-library events.

All groups are expected to clean up the facilities they use and to return the facilities to the order and arrangement they were in prior to use:

- Return tables and chairs to their original locations
- Remove any and all garbage
- Clean (wipe off) counters and tables tops
- Vacuum carpet and remove any spots
- Remove any materials which they brought (including pamphlets, posters, books, etc.)
- Turn off all equipment and store
- Return key to library staff after event

If custodial services are necessary after the group has left, charges to cover entirely the cost of those services will be assessed to the renter.

In addition, the renter must agree to restore any damaged items to their original condition, and replace severely damaged or lost items. Purchases or repairs will be arranged by the library staff, and the cost will be billed to the renter.

If any group has received permission to use library facilities outside of regular library business hours, they will be responsible for any and all damage which may occur anywhere in the building while they are occupying any part of the building.

Except in an emergency, the emergency exit door on the north side of the large meeting room leading into the library must remain closed at all times. If the door is opened, alarms will sound, and emergency response teams will be summoned. The rental group will be responsible for any charges incurred from setting off the alarm.

Use of library equipment is not permitted unless it is detailed on the rental request form and is approved by the Library Director or designee. Renter must agree to restore or replace any damaged or lost item. Purchase or repairs will be arranged by the library staff and, the cost will be billed to the renter.

Open flames, including candles are prohibited.

Exits must be kept clear at all times.

Smoking is not permitted in the library or on the library grounds.

Serving of alcoholic beverages is prohibited.

Events must be concluded and cleaned up by reservation end time.

No refunds will be given if entire time is not used.

The renting organization/individual agrees to hold the Cloquet Public Library and the City of Cloquet harmless from any and all claims for damages from any source whatsoever, arising directly or indirectly out of the use of Library facilities, and agrees to indemnify and save harmless the Cloquet Public Library and the City of Cloquet, and defend the Cloquet Public Library and the City of Cloquet from all suits, claims, or allegations arising as a direct or indirect result of the agreement between the Cloquet Public Library and said organization and agrees to pay all costs of all legal fees in defense of the Cloquet Public Library and the City of Cloquet, all judgments, settlements or claims of any kind whatsoever.'