

MEETING ROOM POLICY

SCHEDULING

- The Ida Public Library Meeting Room can be scheduled for use Monday-Friday 10am-7pm and Saturday 10am-4pm. Time reserved includes set up and clean up, groups will not be allowed into the Meeting Room before their reserved time.
- Permission from Library Director will need to be obtained to go outside of these hours. Additional fee will apply for before/after hours reservations. The Board Room is for library use only.
- Library programming will take priority over non library groups.
- You may make a reservation 3 months in advance but no less than 1 week before your event.
- The Meeting Room may be reserved by non-profit organizations, for-profit organizations, and private parties.
- To reserve the Meeting Room, please contact Assistant Library Director at 815-544-3838 ext. 304.
- Maximum occupancy for the Meeting Room is up to 30 people with tables and chairs or up to 50 people with just chairs. A fine of \$400.00 will apply for exceeding the maximum occupancy.

_____ Initials

- FEES**
- Non-profit: Non-profit organizations may reserve the Meeting Room for a \$25 refundable deposit. The deposit will be in check format only and will be returned to the organization directly following the meeting assuming all rules and regulations are followed.
 - For-profit organizations/private parties may reserve the Meeting Room for a fee of \$25 for meetings up to 4 hours and \$50 for meetings up to 6 hours. Meetings lasting longer than 6 hours will be up to the discretion of the Library Director.
 - All fees/deposits must be turned into Assistant Library Director at least three (3) days prior to the scheduled meeting. Fees/deposits will be forfeited if meeting is cancelled without notifying the Library at least 24 hours in advance. Meetings will be canceled if fees/deposits are not submitted at least three (3) days prior to the schedule meeting.

_____ Initials

- RULES**
- All Library rules and regulations must be followed during meetings.
 - Use of library equipment, refrigerator and stove are not permitted. Staff will not do any room set up.
 - Ida Public Library is not liable for any loss, damages, or harm done to persons or property during the use of the Meeting Room.
 - A responsible party for the organization must sign in/out, be at least 21 years of age and must be present during the duration of the meeting.
 - Food/drink is permitted in the Meeting Room; **however, no alcohol will be permitted.**
 - The Meeting Room must be clean and returned back to its original set up. Any damage done to the Meeting Room will be billed to the responsible party.
 - A copy of this agreement will be made for your records.

_____ Initials

MEETING ROOM RESERVATION FORM

BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ THE ABOVE INFORMATION AND YOU AGREE TO BE RESPONSIBLE FOR ANY DAMAGES AND/OR FINES INCURRED DURING YOUR ORGANIZATION'S MEETING.

Organization/Name of the Event:

Responsible party first/last name and phone number:

Signature and Date: _____

Number in attendance: _____