

This is a sample of how the Provo Library and Logan Library are utilizing their pianos and meeting spaces for government, non-profit, and for-profit use.

MEETING ROOM POLICY

Overview

The Garden City Library welcomes public use of its meeting facilities in keeping with the library's mission of providing high quality library services to the people of Garden City and surrounding areas by promoting personal growth and assisting individuals in fulfilling their own potential.

This policy establishes rules and procedures for use of the library's meeting facilities. The Library Director (**person in the city office?**) is responsible for implementing this policy and for maintaining the meeting rooms and calendar.

The meeting rooms are designed to meet the general, informational, educational, cultural, and civic needs of our community including activities such as discussion groups, panels, lectures, conferences, and seminars. Use of the library's meeting rooms does not constitute the Garden City Library or Garden City's endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.

Meeting Room Use

Category One

Meeting Rooms are available free of charge for the following groups:

- Library and Garden City sponsored events, activities, and meetings.
- Community groups and nonprofits with 501(c)(3) status (open to the public).
- Education activities sponsored by education institutions or homeschool groups (open to the public).
- Political debates for all candidates running for office.
- Study/Office rooms are available for use by current Garden City Library card holders.

Category Two

Meeting Room rentals are available for a fee for the following groups:

- Community groups and nonprofits with 501(c)(3) status (closed to the public).
- Education classes that charge a fee to attend and have limited attendance. No purchases of any kind allowed.

- Business or education conferences, workshops, or meetings.

Category Three

Meeting Room rentals are available for a fee for the following groups:

- Promotional/Commercial use (solicitations, admission or other charges, money-raising activities, and/or sales). Examples include but are not limited to:
 - Private Lessons/Tutoring
 - Events require a fee or are limited to a certain group of participants.
- Other uses as deemed appropriate by the **City/Library Director**.

General Guidelines

- Noise levels from meeting rooms must not disturb library patrons or staff. **The piano is only available for use after 5:00 PM (this is per the mayor).**
- City or Library needs may preempt any other scheduled event.
- Children must always be supervised by an adult.
- Smoking/vaping, alcoholic beverages, open flames, burning incense, lit candles, and fire-making materials are not allowed.

Scheduling

- Requests to use the meeting rooms must be made to **Garden City/or the Library Director** in person or by telephone.
- Requests will be honored on a first-come, first-served basis.
- Reservations may be made up to 90 days in advance.
 - Notice of cancellation should be made as soon as possible. No refunds will be given for cancellations made less than 24 hours in advance.
- Meetings will not be scheduled before or after library hours unless previously approved by the **Library Director/City**.
- Reservations may not enter the building before the regular opening time unless previously approved by the **Library Director/City**.
- A patron or small group may use a meeting room that is not in use or reserved.
- Exceptions may be made by the **Library Director/City**.

Care and Use of Facilities

- Groups wishing to serve food or beverages in the Community Rooms must pay a \$75.00 cleaning fee.
- Adherence to the Fire Code is Required.
- All meeting participants must exit the building during a fire alarm.

- Attendance in the meeting is limited to the number of people allowed in the room as defined by the Fire Marshall.
- Furniture and/or equipment from the main areas of the library may not be brought into the meeting rooms.
- The meeting rooms should be left as they are found. If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.
- If trash bins have been used while the meeting room is in use they must be emptied prior to departure and staff alerted so liners can be replaced
- The individual making the reservation, as well as the group, will be held responsible for any damage that may occur as a result of the use of the facilities.
- Permission to use the Library meeting rooms may be withheld from groups or individuals that have failed to comply with the Meeting Room Policy and from any groups or individuals that damage the rooms, or cause a disturbance.
- Questions not covered in this policy should be addressed to the **Library Director/City**.

Meeting Room Fees

Category One - Free of Charge for a 2 hour slot.

- Groups wishing to serve food or beverages in the meeting rooms must pay a \$75.00 cleaning fee.
- No food or beverages are allowed on or near the piano.

Special Collections Room	\$0 for a 2 hour slot
Study/Office Room (if we add during expansion)	\$0 for a 2 hour slot (library card holders)

Category Two

Special Collections Room	\$20 for a 2 hour slot
Study/Office Room (if we add during expansion)	\$10 for a 2 hour slot (non library card holders)

Category Three

Special Collections Room	\$25 for a 2 hour slot
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Study/Office Room (if we add during expansion)	\$15 for a 2 hour slot
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