



COMPUTER LAB POLICY FOR GROUP USE

GENERAL POLICIES

The Fairhope Public Library Computer lab is equipped with an instructor laptop with projection capability and ten (10) Windows PCs and five (5) IMAC workstations.

1. All groups and individuals must abide by the **Fairhope Public Library Computer and Internet Use Policy** and **Wireless Access Policy**.
2. The Computer Lab is primarily used for employees and patron training and instruction in technology.
3. Other groups may request to use the lab to conduct classes.
4. Library programs will take precedence over all other classes.
5. The Library reserves the right to change or cancel meeting room reservations when necessary, at which time reservation fees will be refunded.
6. Groups are responsible for notifying the Library of the cancellation of class and, in addition, should notify the attendees and/or audience. Seven days' notice to the Library is required for refund of fee.
7. Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation, e.g., excessive noises, safety hazards, security risks, are not permitted.
8. Organizations wishing to book multiple events will be able to schedule only three (3) at one time. After the third event organizations may schedule three more. The only exception is Library programs and partnership arrangements, determined by the Director.
9. No promotion, sale of items or services are allowed in any Library meeting room except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
10. Use of the Computer Lab does not constitute an endorsement by the Library of a program or point of view expressed or the accuracy of materials presented. No advertisements or announcements implying such an endorsement are permitted.
11. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
12. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
13. Classification Descriptions:
 - Class A: Includes non-profit (501-C3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501-C3 status.)
 - Class B: A meeting is considered commercial :
 - ❖ If a business is "for profit";
 - ❖ If a commercial enterprise;
 - ❖ If not a "501-C3" organization.
 - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.
14. An official representative of the organization is required to sign a computer lab contract and pay applicable fees at that time.
 1. The Library Director, the Board of Trustees and the City of Fairhope, will hold the individual and/or organization making the reservation, as well as the membership of the group as a whole, financially responsible for any and all damages incurred during the use of the facilities.
 2. The Fairhope Public Library staff, Board of Trustees, and the City of Fairhope will not be held responsible for injuries or damage occurring during the use of the facility.
 3. The Library cannot be held responsible for loss or damage to exhibits, materials or personal property of those attending classes in the lab.
 4. Any questions on the interpretation of this policy will be referred to the Library Director.

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Use of the computer lab by any group signifies the acceptance of the terms of this policy. Any exceptions are subject to the approval of the Library Director.

RESERVING THE COMPUTER LAB

Contact the Reference Department for reservations at 251-929-1464 or 990-0146

1. Classes will generally be scheduled during regular Library hours. Any request for classes outside regular Library hours will require advanced written permission from the Library Director. An additional charge of \$50.00 per hour will be assessed.
2. No meetings shall take place before 8 a.m. or extend beyond 10 p.m. Meetings may begin no earlier than 15 minutes after the Library opens and must end 15 minutes before the Library closes.
3. A Library employee and/or trustee must be present at any class extending beyond regular Library hours.
4. Rooms will not be available on Sundays or Library holidays.
5. Requests for the use of the computer lab require completed contracts along with the applicable fees. Requests will be honored on a first-come, first-served basis.
6. Please note that submitting an application does not guarantee approval of use of the room.
7. Reservations will be confirmed within three business days.
8. The person reserving the room must be at least 21 years of age.
9. A reservation for a group of people younger than 21, must be made by a supervising adult. Groups must be supervised and attended by an adult with a ratio of 1 adult to 8 children.
10. Children, twelve and under, cannot be left unattended in the Library while parent(s) or caregiver is attending an event.
11. Seating capacity is 26. There are 15 computers in the lab.
12. The room will accommodate a maximum of 26. Requests for more than 10 chairs must be made at time of application.
13. Request for additional A/V equipment and/or software installation must be made at the time of reservation.
14. Reservations may be made up to 3 months in advance. Fees must be paid in advance.

COMPUTER LAB RULES

All groups and individuals must abide by the **Fairhope Public Library Computer and Internet Use Policy** and **Wireless Access Policy**. (See pg. 25)

1. If organizations require more than 10 chairs, they will have to arrive early to set-up the room. Set up and break down times are subject to the hourly rates. Other than setting up extra chairs (up to a maximum of 10 extra), no rearrangement of the furnishings or equipment is allowed.
2. Chairs and/or equipment from the other areas of the Library may not be brought into the computer lab without prior written permission.
3. No materials shall be attached to the walls, door, or glass.
4. Equipment, supplies or personal effects cannot be stored or left in the Computer Lab before or after use.
5. Excessive noise is not permitted in the computer lab.
6. Meetings of groups whose members are under age 21 must be supervised and attended by an adult with a ratio of 1:8.
7. Smoking is not permitted inside the Library or within ten feet of the Library building (City Ordinance No. 1311).
8. No food or beverages are allowed in the computer lab.
9. The use of the Computer Lab by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's class.
10. Library telephone numbers should not be used for announcements, publicity or contact information.
11. The instructor laptop has projection capability. Only Library employees may adjust the audio/visual equipment. Any additional technical assistance will incur a \$35.00 per hour fee.
12. Non-functional, or damaged, equipment must not be used and should be reported to Reference employees immediately.
13. The PCs/MACs are preconfigured with Microsoft Office 2010/2011 respectively. Installation of additional software may be requested at time of reservation. If the request is approved, licensed copies of the software must be supplied. If the requested software conflicts with the pre-installed software it will not be installed. All installed software will become the property of the Library. A technical assistance fee of \$35/hour will be charged for software installation.

These policies do not apply to events hosted or co-sponsored by the Fairhope Public Library.

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14. The person conducting the class is responsible for collecting and paying printing fees of \$0.20 per page for black/white prints and \$0.50 per page for color prints.

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