



Rev. 2023

## MEETING ROOMS

### GIDDENS CONFERENCE ROOM, SINGLE TAX BOARD ROOM, AND COMPUTER LAB

#### GENERAL POLICIES

*The Fairhope Public Library provides meeting rooms to the community as a Public Service.*

1. Use of the meeting rooms does not constitute an endorsement by the Library of a program or point of view expressed. No advertisements or announcements implying such an endorsement are permitted.
2. The facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use.
3. The Computer Lab is primarily used for staff and patron training and instruction in technology; other groups may request to use the lab to conduct classes.
4. Library programs will take precedence over all other scheduled meeting room events.
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 meetings, and in addition should notify the attendees and/or audience. Seven days' notice of cancellation is required for refund of fees.
7. No modifications to the contract are allowed 7 days or less prior to the event. This includes additional requests for A/V equipment use.
8. All community meetings held in the Fairhope Public Library must be free and open to the public, unless the meeting serves as a fundraiser for the Library.
9. 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.
10. If a group has a series of events within a 7 day period they shall be counted as 1 event.
11. No promotion, sale of items and services, or booking of appointments are allowed except as a fundraiser for the Library or a partnership arrangement with the Library determined by the Director.
12. Organizations are responsible for their own meeting room setup, and for returning the room to its original state and order.
13. Classification Descriptions:
  - Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501(c)(3) status.)
  - Class B: A meeting is considered commercial :
    - ❖ If a business is "for profit";
    - ❖ If a commercial enterprise;
    - ❖ If not a 501(c)(3) organization.
  - Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.
14. The rooms are not available based on the following:
  - Private functions, such as social events, fundraisers, weddings, parties, etc. (Only use for fundraisers that support the Library will be permitted.)
  - Programs not in keeping with the Library's mission, goals and objectives, or which would interfere with the Library's operation by causing excessive noise, a safety hazard, security risk, etc.
15. An official representative of the organization is required to sign a meeting room contract and pay applicable fees at that time. All contracts must be completed and signed as is. The contract signee must be present at the event.
16. 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.



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17. The Fairhope Public Library and staff, the Board of Trustees, and the City of Fairhope will not be held responsible for injuries or damage occurring during the use of the area.
18. The Library cannot be held responsible for loss or damage to exhibits or materials left in the meeting rooms or the personal property of those attending events in the Library.
19. Any questions on the interpretation of this policy will be referred to the Library Director.
20. Use of the Library meeting room by any group signifies the acceptance of the terms of this policy.

#### RESERVING THE MEETING ROOMS

1. Meetings will generally be scheduled during regular Library hours. Typically, programs are not scheduled for "after-hours." If an applicant desires to schedule the room beyond Library hours, the Director must approve arrangements in advance. An additional charge of \$50.00 per hour will be assessed for meetings scheduled before or after regular Library hours.
2. 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 meeting extending beyond regular Library hours.
4. Rooms will not be available on Sundays or Library holidays.
5. A request for the use of the meeting room requires a completed contract 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 3 business days.
8. The person reserving the room must be at least 21 years of age.
9. Groups whose members are under age 21 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 180 for the Giddens. Seating capacity for the Single Tax Board Room is 25. Seating Capacity for the Computer Lab is 26.
12. Requests for additional chairs must be made at the time of application.
13. There are 15 computers in the lab. The Computer Lab is equipped with an instructor laptop with projection capability and 10 Windows PCs and 5 Mac workstations.
14. Request for A/V equipment and/or software installation must be made at time of reservation.
15. An appointment with staff is required and must be arranged at least 24 hours prior to the event to review any A/V requirements.
16. All presentations and computer files relevant to the event must be brought on a flash drive (often called thumb drive or USB). The drive must be compatible with a Windows 10/11 PC. Personal devices will not be permitted to connect to the library's A/V equipment.
17. All groups must abide by the Fairhope Public Library Computer and Internet Use Policy (see page 22).
18. Groups can reserve a date up to 1 year in advance with all fees paid in advance.

#### MEETING ROOM PROCEDURES

1. If organizations have specific requirements for the room. Set-up and breakdown times must be included in the time booked.
2. Tables and chairs are available for the group renting the room to set-up. Library staff is unable to set up rooms for outside programs.
3. Groups are responsible for returning the rooms to their original setup and configuration.
4. Materials may not be attached to the walls, doors, or glass.
5. Furniture and/or equipment from other areas of the Library may not be brought into the meeting rooms without prior permission.



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6. Equipment, supplies or personal effects cannot be stored or left in the Library meeting rooms before or after the rental period.
7. The Library is not responsible for any personal items left unattended.
8. Excessive sound or noise will not be permitted in the meeting rooms.
9. Use of alcoholic beverages is not permitted, except with the prior permission of the Fairhope Public Library Board of Trustees and proof of an ABC state license.
10. Smoking is not permitted inside the Library or within 25 feet of the Library building, (City Ordinance No. 1311).
11. The use of the meeting room by non-Library groups shall not be publicized in such a way as to imply Library sponsorship of the group's policies and activities.
12. Library phone numbers may not be used for announcements, publicity or contact information.
13. A fee is required if food and/or beverage items are served. See Fee Schedule for the Meeting Rooms (page 30). If a group is serving ONLY bottled water, no fee will be applied.
14. The kitchen facilities must be cleaned if used. Trash must be bagged. No food or beverage items of any kind may be left in the meeting room area or the kitchen.
15. Only designated Library staff may operate the audio-visual equipment.
16. Technical assistance required beyond the standard A/V setup or to check the compatibility of the client's equipment will be charged a \$40 per hour fee.
17. Non-functional, or damaged, equipment must not be used and should be reported to Reference staff immediately.
18. The PCs/MACs are preconfigured with Microsoft Office. 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 \$40 per hour will be charged for software installation.
19. The person conducting the class is responsible for collecting and paying printing fees. (See page 9)

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



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**FEE SCHEDULES**

**FEE SCHEDULE- GIDDENS AND BOARD ROOM**

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

Classification Descriptions:

- Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501(c)(3) status.)
- Class B: A meeting is considered commercial :
  - ❖ If a business is “for profit”;
  - ❖ If a commercial enterprise;
  - ❖ If not a 501(c)(3), organization.
- Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.

Hourly Rates – per hour

Class A \$35.00  
Class B \$60.00

\*Hourly rates apply to set-up and breakdown time.

Refreshment Fee: required if any food or beverage is served.

Class A \$50.00  
Class B \$75.00

After Hours Surcharge per hour

Class A \$100.00 per hour  
Class B \$100.00 per hour

Technical Assistance Fee per hour

Class A \$40.00  
Class B \$40.00

**FEE SCHEDULE- COMPUTER LAB**

The Fairhope Public Library charges rental fees according to the classifications of usage defined below. Within these classifications, reservations are filled on a first-come, first-served basis.

Classification Descriptions:

- Class A: Includes non-profit 501(c)(3), civic, educational, and cultural organizations. (The Library reserves the right to request documentation proving 501(c)(3) status.)
- Class B: A meeting is considered commercial :
  - ❖ If a business is “for profit”;
  - ❖ If a commercial enterprise;
  - ❖ If not a 501(c)(3) organization.
- Class C: Fairhope Public Library, City of Fairhope, Fairhope Single Tax Corporation, Fairhope Public Library Foundation and Friends of the Fairhope Library.

Hourly Rates

Class A \$50 for 2 hours or less,  
\$25 for each additional hour  
Class B \$150 for 2 hours or less,  
\$75 for each additional hour

\*Hourly rates apply to set-up and breakdown time.

Technical Assistance Fee

including software installation \*  
Class A \$40.00 per hour  
Class B \$40.00 per hour

\*Licensed software must be provided by organization and will become the property of the Library.

After Hours Surcharge

Class A \$100.00 per hour  
Class B \$100.00 per hour