



Meeting Room Rental Policy 2018

Purpose: Fees charged to those who use the room are used to defray facilities costs (heat, lights, water, garbage disposal, clean-up, wear and tear on the facilities, etc.).

Consistency: Once it is determined that a group is required to pay, fees will be charged per the rate schedule below set by the Officers and Directors of the Friends of the Manchester Library (FOML). These rates will be posted at the Library.

Applicability of Fee Structure: FOML recognizes five categories of groups that use the meeting room and reserves the right to refuse to rent the room. The librarian will contact the FOML board president to make such a ruling.

- 1) Library-related or library-sponsored programs and events: Story time, Family Night, Book Club, Mother's Group, and others as approved by the librarian
- 2) Benefactor Group: Manchester Port Commission and its delegated committees, FOML, KRL Board. Generally limited to those providing current support directly to the library's operation.
- 3) Government entities: County, federal, state, including both government-sponsored public meetings and hearings and government internal meetings (example: county-sponsored public meeting on beach driving, WSF route design committee, Manchester Design Standards Committee)
- 4) For-profit concerns, private entities or individuals: Drawing, scrapbooking, or stamping classes; wedding reception, tenant/landlord or homeowner associations
- 5) Nonprofit groups, private organizations (as opposed to governmental entities): Al-Anon, AA, Long Lake Garden Club, Manchester Community Association, League of Women Voters, Block Watch, AmVets Memorial Committee, Manchester Community Leadership.

Rate schedule, effective for bookings after 1 July 2010:

- > Categories 1 and 2 pay no room rental fees.
- > Categories 3 and 4 pay \$20/hr in increments of 0.5 hours; includes set-up & break-down time.
- > Category 5 pays \$15/hr in increments of 0.5 hours; includes set-up & break-down time.
- > Special fee arrangements may be approved by the FOML per individual written agreements.
- > Groups paying annually for at least 10 meetings will be offered a 20% discount on rates.

Use of FOML special equipment (television, amplifier, etc.) may incur an added \$5/hour to the rental fee.

Administrative:

- 1) All fees will be paid in advance.
- 2) Reservations become effective upon payment.
- 3) Cancellations less than 48 hours prior to the use date/time will not be refunded.
- 4) A cleaning deposit will be required for a catered event or if significant refreshments are served.
- 5) The FOML president will appoint one of the directors to be responsible for oversight of this policy and to audit room use and fee collection. This Director will have final say on what rate applies to a specific group.

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User Requirements:

- 1) Users will set up and put away tables, chairs, and equipment as needed for their event.
- 2) Users will exercise normal care in the use of the facilities, clean up after the event, return the room to acceptable condition, and notify the library of spills, damages, malfunctioning equipment, etc.
- 3) Keys will be issued for use after library hours. Keys must be signed out from the library staff, and returned promptly. No one is available to open the library after hours; users with keys are responsible for opening the meeting room and locking up afterward. If no library staff is present at the close of the user event, users are responsible for turning off lights, securing the room, etc.
- 4) No event will be booked that is reasonably expected to draw more people than the maximum allowed occupancy for the space.

Approved:

_____	_____	_____	_____
President	Date	Vice-President	Date
_____	_____	_____	_____
Secretary	Date	Treasurer	Date
_____	_____	_____	_____
Director	Date	Director	Date
_____	_____		
Director	Date		