

**Friends of the Manchester Library -Meeting Room Rental Policy**  
**Revision Approved October 24, 2012**

**Purpose:** Fees are charged of those who use the room 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 at uniform rates, to be 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:** The Friends recognize five categories of groups who may wish to use the meeting room.

- 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, Friends of the Library, KRL Board. 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 association
- 5) Non-profit groups, private organizations (as opposed to governmental entities): Al-Anon, AA, Long Lake Garden Club, Manchester Community Association, League of Women Voters, Block Watch, political party meetings or campaign events, AmVets Memorial Committee, Manchester Community Leadership. Other special fee arrangements may be approved by the FOML per individual written agreements established with such groups.

Categories 1 and 2 pay no room rental fees.

Categories 3 and 4 will pay room rental fees, per published rate schedule, rate #1.

Category 5 will pay reduced room rental fees, per published rate schedule, rate #2.

**Administrative:**

- 1) All fees will be paid in advance.
- 2) Reservations become effective when payment is paid.
- 3) Cancellations less than 48 hours prior to the use date/time will not result in a refund.
- 4) A cleaning deposit will be required if catered, or significant refreshments are served.
- 5) An FOML Director will be responsible for oversight of this policy and will audit room use and fee collection. This individual will make the final call on what rate applies to a specific group.
- 6) Groups paying annually for at least 10 meetings will be offered a 20% discount on rates.
- 7) Any rental fee that is delinquent one month after actual room use will be assessed a 20% penalty.

**User Requirements:**

- 1) Users will set up tables, chairs, and equipment as needed for their event.
- 2) Users will put away tables, chairs, and equipment after their event.
- 3) Users are expected to exercise normal care in the use of the facilities, to clean up after their event, and to return the room to acceptable condition.
- 4) 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.
- 5) If no library staff is present at the close of the user event, users are responsible for turning off lights, securing the room, etc.
- 6) No event will be booked that is reasonably expected to draw more people than the maximum allowed occupancy for the space.

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New rate schedule, effecting for bookings after 1 July 2010.

- 1) \$20/hr in increments of 0.5 hours; includes set up & break down time.
- 2) \$15/hr in increments of 0.5 hours; includes set up & break down time.
- 3) Use of FOML special equipment (television, amplifier, etc) will cost an added \$5/hour to the rental fee.