

Meeting Room and Study Room Use Terms and Conditions

- 1) The use of all library study rooms and meeting rooms must abide by the following:
 - Events must be free.
 - No fees or donations may be requested or received during the events.
 - The selling of any items or services including sales or marketing presentations/promotions to prospective clients is prohibited.

- 2) The group must:
 - Adhere to the [Behavior in the Library](#) policy.
 - Explicitly identify itself as the sponsor of the event and must not identify the Metropolitan Library System as associated with the group's activities in their literature or publicity. If publicity concerning the event is circulated, it must include the statement 'This event is not sponsored or endorsed by the Metropolitan Library System.'
 - Have adult sponsorship and supervision at all times in paid meeting spaces.
 - Confine all aspects of the event to the space they rented.
 - Obey occupancy limits.
 - Not cook (light refreshments may be served).
 - Not have alcoholic beverages in the libraries or public spaces during Facilities Access working hours.
 - Return the space to its original condition after use.
 - Not tip or give gratuities to Library personnel.

- 3) The group will incur additional fees and/or penalties if they:
 - Damage the library's facility or equipment.
 - Use additional time or services not originally contracted.

- 4) For Study Rooms and Meeting Rooms:
 - Events must be free. Staff may enter the room while the event is taking place. Privacy is not guaranteed. No private parties.
 - Authorization for the use of Library public spaces includes only the time and space reserved. Renters will not have access to the space until their assigned time.
 - The library name, address and phone number may not be used as contact information for organizations, groups or individuals using library public space.
 - Décor must be approved by MLS and must be removed immediately following the reservation. Equipment, supplies, or décor may not be stored in the library for subsequent use. If left unclaimed for five days after the end of the rental agreement, such property may be sold by the library at a public sale or otherwise disposed of without notice to the guest or liability to the library.
 - Candles or other open flames are not permitted.
 - Repeated no-call, no-show for reserved space will result in a suspension of room booking privileges as it is monopolizing space and restricts other's use of the space.

5) For Study Rooms:

- Reservations may be made two hours at a time up to seven days in advance.
- Additional reservations may be made after the first reservation is completed as space allows.
- Reservations may be canceled if the guest does not show up after 30 minutes.

6) For Meeting Rooms:

- Space may be reserved up to 2 months in advance.
- All applicable fees must be received before entry into the space.
- Cancellation of a reservation must be made at least 48 hours in advance of the scheduled event to receive a full refund. Exceptions include unexpected hazardous weather or other emergencies.
- Groups will set up and arrange tables and chairs as needed.
- Groups may cater food and beverages into the rented space.
 - Caterers must comply with room guidelines plus the following:
 - Caterer must provide proof of all necessary permits and licenses for event service.
 - Catering staff will arrive and exit only through locations designated by the library.
 - Parking for catering vehicles must be arranged with a designated library staff member.
 - Use of loading docks and service elevators must be prearranged with a designated library staff member.
 - All spaces used by the caterer must be cleaned and tables wiped clean. The proper disposal of trash is expected. Nothing (including ice and water) can be poured into the drinking fountains, landscaping, fountain, or grass areas. All food and beverages must be removed from the premises and trash properly disposed of immediately following the time for which the space was rented.
- Designated library staff will conduct a walk-through after each event to verify that facilities are in proper order.
- Guest agrees to restore the area to a reasonable degree of order (e.g., all waste materials in appropriate receptacles).

7) Requests to rent space outside of Facility Access working hours must be requested at least 2 months in advance of the event and must be approved by the Chief Executive Officer. Only with prior Metropolitan Library Commission approval may alcohol be served. The group must provide proof of all necessary permits, liability insurance, and must indemnify the Library for the event.