

# **LIBRARY MEETING ROOM REGULATIONS & FEE STRUCTURE**

## **Who may use Meeting Rooms**

- Library meeting rooms are available to organizations for educational, cultural, civic and recreational purposes subject to the Library Board meeting room policy and the regulations outlined below. The Carver County Library System does not advocate or endorse the viewpoints of meetings or meeting room users.
- Non-profit groups may use meeting rooms without payment of fees during library hours. They must allow the general public access to their meetings, and may not charge admission fees. If they charge a registration fee, the non-profit group will be charged a rental fee as specified in the Meeting Room Policy.
- Governmental agencies or officials may close the meeting rooms to the public as the law may permit.
- For-profit groups or enterprises may use the meeting rooms with payment of fees, but may not sell or dispense a product / service. They may not distribute advertising outside the meeting room. They may exclude the public from the meeting rooms.

## **Scheduling Meetings**

- Governmental agencies or the Library however, may schedule their meetings on a permanent basis and as far in advance as is necessary.
- All other meetings may be scheduled up to four months in advance with no more than four meetings on the library schedule concurrently. Meeting rooms are available on a first come, first served basis. No group has an automatic right to a certain date on a regular basis.
- The Library reserves the right to ask any group to change the time or date of its meeting if the meeting room is needed for Library purposes.
- An application must be submitted for each request.
- Meeting rooms are available during library hours.
- One half hour will be scheduled between any two meetings in the same room.
- Reservations for the meeting rooms will be made according to the size and needs of the group making the reservation within the size restrictions of the meeting rooms.

## **Use of the Meeting Rooms**

- No elaborate cooking allowed. Coffee or other non-alcoholic beverages and simple bars, cookies, or other foods may be served.
- All activities must be supervised on premises by at least one adult. The person completing the meeting room application is ultimately responsible.
- Meeting room users are responsible to set up the room before use and return the room to the seating plan posted in each room within the time booked. All meeting rooms must be left in a clean condition. If the condition is unacceptable to Library Staff, the group will be billed for cleaning and damages and/or may lose future usage of the rooms.
- The Library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.
- The Library's "Public Conduct in the Library" policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the library.

- Individuals attending meetings with children are responsible for the supervision of those children.
- The Library shall not be identified as the meeting room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment, or personal property of the user.

**Cancellations**

- Cancellation of events must be made at least 48 hours in advance. In this way, others may be able to use the space and assigned staff can plan other activities.

**Policy for Study Rooms**

- Individual study rooms can accommodate 2-3 people. These rooms are available on a first come, first served basis. The Library reserves the right to limit usage that violates the purposes of the Library's policies.

**In Case of Fire**

- Lighted Fire Exit signs are at each emergency exit.

**Exceptions to these guidelines will be at the discretion of the library director or his/her designee.**

**Chanhassen Library Meeting Rooms**

Room Name	Occupancy Rate	Rental Fees	
		Commercial	Non Profit**
Thornton Wilder Meeting Room	Maximum up to 100, minimum 10	\$25.00 per hour	\$0.00 per hour
Sinclair Lewis Meeting Room	table & 8 chairs	\$15.00 per hour	\$0.00 per hour
Longfellow Board Room	table & 16 chairs	\$15.00 per hour	\$0.00 per hour
Maud Hart Lovelace Room	up to 6	\$10.00 per hour	\$0.00 per hour
** Non profit groups as defined by the IRS			

A microphone / PA system and a screen are available upon request for use in the Chanhassen Library Thornton Wilder meeting room at no additional cost to organizations. Otherwise, no other library equipment is available unless arranged with the library in advance.

**Application for Use of the Library Meeting Rooms**

**Chanhassen Library 7711 Kerber Boulevard  
P.O. Box 1130 Chanhassen, MN 55317**

**Returning this form does not guarantee room reservation. Your reservation will be confirmed via e-mail to the address you indicate below:**

Today's Date \_\_\_\_\_

Day Room is Needed: \_\_\_\_\_ Time Needed: from \_\_\_\_\_ to \_\_\_\_\_  
*(Chanhassen Library hours are: Monday-Thursday 10-8; Friday & Saturday 10-5; and Sunday 1-5)*

Approximate Size of Group: \_\_\_\_\_

Meeting Room Requested (circle one):

**Thornton Wilder Meeting Room** (up to 100,  
minimum 10)

**Longfellow Conference Room** (table, 18 chairs)

**Sinclair Lewis Teen Room** (table, 8 chairs)

**Maud Hart Lovelace Room** (table, 6 chairs)

**Information on Organization**

**Are you a non-profit organization? Y N**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail (for confirmation): \_\_\_\_\_

Purpose or Function of Organization: \_\_\_\_\_

Purpose of the Meeting: \_\_\_\_\_

**Billing Information (if different from above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Office Use Only**

Room Reserved: \_\_\_\_\_ Confirmed: \_\_\_\_\_

Fee: \_\_\_\_\_ Deposit: \_\_\_\_\_ Balance Due: \_\_\_\_\_

## Schedule of Fees

### Community Groups/Non-Profits

(as defined by IRS)

Open hours: \$ 0 per hour

### Commercial Groups/Business Groups

Wilder room:	\$25 per hour
Longfellow room:	\$15 per hour
Sinclair Lewis room:	\$15 per hour
Maud Hart Lovelace room:	\$10 per hour

Checks should be made payable to Carver County Library.

**I affirm that I am at least twenty-one years of age. I have read and understand the regulations pertaining to the use of the Chanhassen Library Meeting Rooms, and I agree to abide by the regulations.**

\_\_\_\_\_  
Signature of Individual Filing Application

\_\_\_\_\_  
Date Signed

RETURNING THIS FORM **DOES NOT** GUARANTEE YOUR ROOM RESERVATION. RESERVATIONS ARE NOT FINAL UNTIL E-MAIL OR PHONE NOTIFICATION IS SENT BY THE LIBRARY.

Return completed application to: Wendy Guerra  
Chanhassen Library  
7711 Kerber Blvd.  
P.O. Box 1130  
Chanhassen, MN 55317

Phone: 952-227-1509 (voice mail)  
Fax: 952-227-1510  
e-mail: wguerra@co.carver.mn.us