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**

<table>
<thead>
<tr>
<th>Room Name</th>
<th>Occupancy Rate</th>
<th>Rental Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Commercial</td>
</tr>
<tr>
<td>Thornton Wilder Meeting Room</td>
<td>Maximum up to 100</td>
<td>$25.00 per hour</td>
</tr>
<tr>
<td></td>
<td>minimum 10</td>
<td></td>
</tr>
<tr>
<td>Sinclair Lewis Meeting Room</td>
<td>table &amp; 8 chairs</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Longfellow Board Room</td>
<td>table &amp; 16 chairs</td>
<td>$15.00 per hour</td>
</tr>
<tr>
<td>Maud Hart Lovelace Room</td>
<td>up to 6</td>
<td>$10.00 per hour</td>
</tr>
</tbody>
</table>

** 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.

Contact the Chanhassen Library at 952-227-1501 with any questions about their meeting room.