

APPLICATION FOR USE OF MEETING ROOM
AND CONFERENCE ROOM
THE EMMET O'NEAL LIBRARY

DATE(S) AND HOURS REQUESTED: For each dated requested, give day, date, beginning time and ending time. Include time for room set-up and breakdown. **Application form and fee(s) must be submitted at least seven (7) days prior to date requested. Payments must be received at the time reservations are being made.**

Meeting _____ Hours _____
 Dates: _____ A.M. _____ A.M.
 _____ From _____ P.M. To _____ P.M.

ROOM SET-UP FOR MEETING ROOM: There are 130 chairs in the storage room adjacent to the meeting room. It is the responsibility of the group using the room to set up the chairs. There will be an additional charge of **\$25.00** if The Library personnel must set up the room. The request to have the room set up **must be submitted seven (7) days prior to date requested and the additional set-up fee must be received at that time.**

INFORMATION ABOUT THE PERSON COMPLETING THE APPLICATION:

Name _____ Day & Night Phone #'s _____
 Address _____ City _____ State _____ Zip _____

INFORMATION ABOUT THE INDIVIDUAL OR GROUP HOLDING THE MEETING:

Organization or Group Name: _____
 Address _____ City _____ State _____ Zip _____
 Name of Chief Officer _____ Title _____ Phone No. _____
 Address _____ City _____ State _____ Zip _____

Brief History of the Group or Organization: _____

This group is (please select one):
 _____ **Commercial** – A meeting is considered commercial if: (i) any charges or fees are required in order to attend this meeting; (ii) goods or services are sold at or offered for sale at the meeting; or (iii) the meeting promotes a commercial enterprise.
 _____ **Social Event** – parties, receptions and ceremonies
 _____ **Non-Commercial** – A meeting is non-commercial if the group is an IRS recognized non-profit entity, is a civic or educational group with meetings and present or future goods or services are not sold at or offered for sale at the meeting.

Purpose of this Meeting: _____

Expected Attendance _____ **Seating may not exceed room capacity.**
 Will refreshments be served? Yes _____ No _____
 Is meeting open to general public? Yes _____ No _____

USER AGREEMENT CONTRACT

The person signing this contract will be held **personally** responsible for any damages occurring during the use of the room by the group or organization.

I, _____, hereby enter into this contract with The Emmet O’Neal Library for the use of the Meeting/Conference Room having fully read and understand all rules and regulations governing the use of the facility. I understand that I have reserved the use of the Meeting/Conference Room for date/time _____. I understand that my group/organization’s reservation is not final until:

- The Library approves the application.
- The Library receives fee of the rental for the reserved room.

On behalf of the group, I wish to reserve _____. I will assume full responsibility for the use of this audio/visual equipment owned by The Emmet O’Neal Library.

If a key to the exterior door is required for after hours meetings, I have paid the \$10.00 deposit for the key. The key will be left in the book return on the exterior of the building or returned in person on the following business day. I understand the \$10.00 deposit for the key will be refunded, either by mail or in person, if the key is returned by noon the following day.

I further understand that all fees are non-refundable. Also, I understand that I will be held financially responsible (and will forfeit any Security Deposit paid to The Library) for any damages made to facilities, appliances, furniture, and equipment including cost of repairing any damages made to furnishings caused by the use of pens, paints, crayons, dyes, markers or other materials.

I further understand that I will be held responsible for the behavior of the group/organization’s membership and its guests. I understand that The Board of Trustees of The Emmet O’Neal Library may cancel our use of the facility if my group or I do not comply with the user agreement, and the Guidelines for Meeting/Conference Room use listed on this agreement.

Signature

Date

Library Card # or Driver’s License #

THE EMMET O'NEAL LIBRARY
MEETING/CONFERENCE ROOM POLICY

The Emmet O'Neal Library provides a meeting room and a conference room for use by **the citizens of Mountain Brook and groups with a majority of the members as residents of Mountain Brook** or others for commercial use. The following is a statement of regulations and fees concerning the use of these rooms at The Emmet O'Neal Library. The Board of Trustees of The Emmet O'Neal Library has formulated these policies to serve the best interests of the entire community. Applications must be turned in and room fees must be paid to The Library before the rooms will be scheduled.

The fact that a group is permitted to meet at The Emmet O'Neal Library does NOT, in any way, constitute an endorsement of the group's policies or beliefs. The Board reserves the right to cancel any reservation with or without prior notice.

The primary purpose of Library meeting rooms is to serve the needs of library-sponsored programs and services and such functions shall always have priority and will use the rooms at no cost, including The Friends of The Emmet O'Neal Library and The Junior Women's Committee of 100.

1. City Ordinance prohibits smoking in any public facility within the City limits of Mountain Brook.
2. Application for use of The Library meeting or conference rooms must be completed in full (including payment for use of the room) and submitted to The Library at least **seven days prior to the meeting**. Reservations may be made by contacting Deborah Stewart (445-1103) during regular office hours. Reservations will be made on a "first-come, first served" basis.
3. If a room is available, the Library will make a *same day reservation* provided the group, organization or individual has an application/use agreement and responsibility form on file. After 5:00 p.m. on weekdays and on weekends, the senior Department Head on duty may authorize the use of a room. As with all other reservations, payment of the room rental fee must be made before the room will be opened.
4. Fee Schedule – effective 9/1/03
 - Non-Commercial/Civic/Educational Use
 - Meeting Room \$35.00 per 4 hours, or part thereof
 - Conference Room \$12.00 per 4 hours, or part thereof
 - **Cleaning fees of \$25.00 (for Conference Room) or \$50.00 (for Meeting Room) or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Commercial Use
 - Meeting Room \$75.00 per 4 hours, or part thereof
 - Conference Room \$35.00 per 4 hours, or part thereof
 - **Cleaning fees of \$50.00 (for Conference Room) or \$100.00 (for Meeting Room) or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Commercial Use If Items Are Being Sold
 - Meeting Room \$100.00 per 4 hours, or part thereof
 - **Cleaning fees of \$100.00 or the amount charged to clean the facility will be assessed if deemed necessary by Library personnel.**
 - Social Event
 - Meeting Room \$250.00 (plus Security Deposit)
5. An application for the use of the meeting room for a Social Event must be made thirty (30) days in advance. Payment of a **\$200.00** cash or money order deposit (the Security Deposit) is due at the time reservation is made. The Security Deposit will be refunded if: (i) the meeting facility is found to be in satisfactory condition following the event; and (ii) the Library Key is returned to The Circulation Desk. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited. **Unsatisfactory conditions include, but are not limited to: stains, gum and/or burns on carpet; damaged walls or ceiling tiles; broken furniture and/or appliances, etc.**
6. Groups wishing to apply for a series of meetings may fill out one application form in advance of the first meeting accompanied by a schedule of future meeting dates and times. Fees for each meeting must be paid at the time the application is submitted and will not be made for more than one year in advance. (The Library will

invoice groups that meet regularly if desired. When room fees are invoiced, payment is due **by the 15th day of the month following the issuance of the invoice**. If the invoice for room rental fee is not paid within **sixty (60) days** of issuance, all reservations will be canceled. Rescheduling will be based on availability of meeting room space.) An application and responsibility form must be signed each fiscal year (October 1 – September 30).

7. **Payment of a non-refundable fee is required at the time a reservation is made.** No space is to be confirmed until this fee is paid. The Library should be notified immediately if any reserved room will not be used as scheduled. Notice of cancellation must be provided to Deborah Stewart, either personally, in writing or by telephone. Room rental fees and deposits will be refunded or credited as follows:
 - Reservation deposit/rental fees will be refunded if cancellation notice is provided to The Library at least one (1) month before the scheduled event. Otherwise, all reservation deposits and room rental fees will be forfeited.
 - For meetings reserved and paid in advance, if the group will no longer meet at The Library, a refund of unused room rental fees will be issued as soon as The Library receives written notification of the cancellation.
 - If one-time events are canceled due to inclement weather, events will be rescheduled for another date or full refund will be provided.
 - If any regularly scheduled meeting is cancelled due to inclement weather, the group will be given an opportunity to reschedule its meeting or a credit will be applied to its next year's fees.
8. Groups using The Library are responsible for leaving the facility in good order with doors locked, lights turned out and windows shut. Abuse of Library property will result in charges for the repair or replacement of damaged property and/or the loss of permission to use the meeting/conference rooms.
9. If the meeting will be held after Library hours, a key to the exterior door into the meeting room will be issued to the person signing the Reservation Form. The key will be issued to the group upon receipt of a \$10.00 key deposit no earlier than 12:00 noon the day of the meeting. The deposit will be refunded, either by mail or in person, if the key is left in the exterior book return or returned in person by 12:00 noon the following day.
10. Alcoholic beverages may **NOT** be served during Library hours by groups renting the rooms and may not be sold. White wine, champagne and beer containing no more than 14% alcohol may be served at events held after The Library has closed. **Note: Any event serving alcohol will require:**
 - Commercial (for profit) and Non-Commercial (non-profit) groups: Payment of a **\$200.00** cash or money order deposit (the Security Deposit) at the time of reservation.
 - Social Event: Payment of a **\$500.00** cash or money order deposit at the time of the reservation AND the services of an off-duty uniformed Mountain Brook police officer. The renter will pay the policeman directly.

The Security Deposit will be refunded if: (i) the meeting facility is found to be in satisfactory condition following the event; and (ii) the Library Key is returned to the book return or in person the following business day. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited. **Unsatisfactory conditions include, but are not limited to: stains, gum and/or burns on carpet; damaged walls or ceiling tiles; broken furniture and/or appliances, etc.**
11. Groups of individuals under the age of 21 must have an adult sponsoring attendance at their meetings at all times.
12. Children must be supervised at all times. The Library is NOT responsible for children left unattended in the Library while their parent or guardian is in a meeting at The Library.
13. Persons attending meetings are subject to all Library rules and regulations. Meetings may not be held at tables or seating areas of The Library designated for reading, research and study. The Library may deny use of meeting/conference rooms to any group that fails to comply with these rules and regulations.
14. There is a kitchen located between the Meeting Room and the Conference Room. The kitchen facilities include: microwave, refrigerator, warming oven, coffeepot, dishwasher and icemaker. The Library does NOT provide the renter with coffee, condiments, paper cups/plates, napkins, etc. No food preparation, other than warming in microwave or ovens, shall be allowed. Covered dishes or meals catered by licensed caterers shall be allowed. All small appliances and equipment should be turned off/unplugged.
15. No food or beverages may be served in the lobby. No drinks containing Red Dye #2 or red wine shall be allowed.
16. All trash, including trash resulting from the serving of refreshments, must be placed in the receptacles provided.

17. The Conference Room contains twelve (12) leather chairs; however, thirteen (13) additional chairs may be moved into the Conference Room from The Meeting Room to seat twenty-five (25) people. There are one hundred, fifty (150) stacking chairs available in the Meeting Room and forty (40) tables. **(By order of the City of Mountain Brook Fire Marshall, attendance and seating at meetings is limited to the room capacity.)** Seating and/or supplementary furniture is NOT allowed in the lobby. Additional furniture items to be brought in must be approved by The Library Director, or her designee, before they are set up in any room. Use of any appliance, equipment or extension cord not provided by the Library is prohibited unless approved in advance.
18. **Nothing may be attached to the walls, furniture, doors or the ceiling tiles. Fire code prohibits any open flames, including such things as incense or CANDLES.**
19. Advance notice and signed responsibility is required for the use of Library audio-visual equipment.
20. The Library does not provide porter services for groups meeting in the facility nor storage space for their property. The Library does not accept responsibility for materials that are lost or damaged.
21. Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
22. Groups may not use The Library as their mailing address nor may they state or imply that The Library sponsors or endorses their meeting.
23. The Library will give the name and phone number of the person and group making the reservation to anyone inquiring about the meeting.
24. Admission charges and sales are permitted. However, any meeting generating revenue must be held at the fee charged for commercial meetings. Generating revenue includes proceeds from sales, admission or attendance charges or fees, or tuition. Also included are meetings where a sales presentation is made, regardless of whether goods or services are sold at the meeting. **Groups must obtain a sales tax license and comply with all applicable City and State laws.**
25. Excessive noise or disruption to the functions of The Library are not permitted. Music and noise must be kept to a reasonable level, and in accordance with the City's noise ordinance.
26. No pets are allowed in The Library, except those owned by visually impaired persons.
27. When a tornado warning is issued, The Library will follow evacuation procedures outlined in emergency procedures manual. Failure to follow evacuation procedures may result in the loss of permission to use the meeting/conference rooms.
28. Permission to use the facilities may be withheld from anyone who fails to comply with these policies.
29. The Emmet O'Neal Library reserves the right to alter this policy without prior notice.

Approved 5/20/03
Updated 6/15/11