

The Foley Public Library Meeting Rooms/Kitchen Policy  
(A Commercial Organization Fee Schedule may be found at the bottom of this page.).

Statement of Purpose:

The Foley Public Library Advisory Board considers the use of the Meeting Room with adjacent kitchen and Board Room as an extension of library services. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural, social and recreational role the library plays. The Board subscribes to Article IV of the American Library Association's Library Bill of Rights which states that "the facility should be made available to the public served by the given library on an equitable basis, regardless of the benefits or affiliations of individuals or groups requesting its use."

The large meeting room, which seats a maximum of 52 persons with tables and chairs and the Board Room, which seats 8, are generally available during library hours and must be vacated at least 15 minutes prior to the library's normal closing time.

Availability will be on a first-come basis.

The following priorities will apply in case of conflict (in the order shown):

- Library programs

- A non-profit group affiliated with the library

- A non-profit Foley-based group

- A non-profit regional group

- A non-profit national group

- A for-profit Foley based group

- A for-profit regional group

- A for-profit national group

- An individual for quiet study or tutoring.

The rooms are not available for private parties.

Organizations should apply for use of the rooms using the application form provided online or available from the front desk of the library.

Requesting to use a room and/or filing an application to use a room implies acceptance of these policies.

No meeting shall be scheduled more than one year in advance.

No organization will exceed one meeting during each calendar month without written approval of the Library Director.

The Library Director and her/his designee is authorized to implement the policy for approval or denial of use.

The Meeting room and adjacent kitchen may be rented for commercial purposes in accordance with these same policies. Such rental requires a written contract signed by Library Director or his agent and a non-refundable deposit.

Smoking is not permitted anywhere within the library.

The library has the right to limit attendance at meetings or programs.

Groups using the room are responsible for setting the room up to meet their needs and must leave the rooms clean and reset as found.

Limited library equipment may be made available through advanced arrangement. It is the speaker/presenter/organizer's responsibility to schedule an appointment for training if they expect to use the electronic equipment available in the meeting room. The library does not provide an "on call" technician during your meeting.

Refreshments may be served, however groups are responsible for their own foodstuffs, including coffee, and disposable tableware.

If the kitchen is used, it must be left in a clean and orderly condition.

Groups using the room are responsible for proper supervision of attendees.

Children must be supervised by adults at all times.

Groups using the rooms are responsible for assuring that the event does not disrupt library services. Meetings may be terminated if staff determines they are disruptive to library services or exceed reasonable noise levels as defined by the library Director or his agent.

Groups using the rooms are responsible for leaving the rooms in good order and for costs from any damage or loss to the rooms or to the library during use.

The library is not responsible for items left in the building.

Sales and/or solicitations are permitted ONLY if the room has been rented and fees paid and then only to event attendees.

Patrons and staff must not be solicited to purchase, attend or participate in group events or business during the event.

The library Director or his agent may allow a performer/lecturer to sell books, CDs or other products as is generally customary and related to that program.

Use of a room by any group or individual does in no way constitute an endorsement of the group's policies or beliefs by the library or the City of Foley.

Groups may not state or imply that the library sponsors their organization, the meeting, or the viewpoints presented at the meeting.

Groups should let the library know as soon as possible if the reservation is to be canceled.

Staff may assess a \$50.00 fine if the room is not left in order.

Unlawful activity shall not be permitted in the conference room and such activity shall be a basis to deny future use of the room.

#### **FEES FOR COMMERCIAL ORGANIZATIONS:**

**A non-refundable deposit of 1/2 of the total rent is due at booking.**

This deposit is applied to the rental fee which must be paid in full the day of the event.

Base Rate - \$25.00 per hour.

Monday – Thursday, 9:00 AM - 8:00 PM; Friday – Saturday 9:00 AM - 5:00 PM

#### **All Day Rates**

Monday – Thursday (9:00 AM – 8:00 PM) Rate - \$200.00

Monday - Thursday (9:00 AM - 5:00 PM) Rate - \$150.00

Friday - Saturday (9:00 AM – 5:00 PM) Rate – \$150.00