



City of Palmer Palmer Public Library

Meeting Room Policy and User Agreement

It is the policy of the City of Palmer, Department of Community Development, Palmer Public Library, to make rental facilities available on a nondiscriminatory basis while maximizing revenue opportunities to offset expenses.

The primary use of the Palmer Public Library facilities is that of a public library. When a designated area within the Palmer Public Library are not in use for a library function that area may be made available for rental on a first come, first serve basis. This area is referred to herein as meeting room. The meeting room is set aside for the conduct of library business and is available for use by the general public at any time.

The Palmer Public Library subscribes to the American Library Association (ALA) policy regarding meeting rooms. The Palmer Public Library meeting area is made available, on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to use the Palmer Public Library meeting room is based on the completion of an application and payment of the rental fee. The Library reserves the right with 24 hour notice to cancel the use of the meeting room. Meetings that interfere with normal library functions will not be permitted.

- All meetings and programs must be open to the public and may not interfere with library operations. Meeting room groups must follow the library's Patron Conduct policy, available on the library's webpage. Printed copies are available upon request.
- Meetings of a personal (birthday parties, weddings, etc.) or commercial (profit is the direct/indirect purpose of the meeting) nature will not be approved and no fees may be charged for meeting or program attendance. Groups wishing to collect donations to defray costs associated with their meeting must do so away from the library building and entryways. Direct or indirect sale of any product or service is prohibited, except for sales sponsored by the Library, or the Library Foundation, in which a portion of the proceeds must benefit the library.
- Groups composed of persons under the age of 18 must be sponsored and directly supervised by responsible adults.

DATE: _____ FEE: Non- Profit \$100 for the year (**once a month**), for profit \$25 per hr w/2 hr min.

FEE PAID: \$ _____ Purchase Order Number: _____

APPLICANT: _____
Name of company or organization

PERSON RESPONSIBLE: _____

- f. Tables must be cleaned if needed, then folded and stacked against the wall.
 - g. Chalkboards must be erased, tables cleaned, and furniture returned to where it was found.
 - h. The room must be picked up, vacuumed (vacuum cleaners are in the kitchen area) and left in a neat and orderly condition.
 - i. Any spills must be cleaned. If a stain occurs, the user must contact the library as soon as possible and arrange to clean it. The library has spot removing agents for use, but the user must do the cleaning.
 - j. Check the restrooms and meeting room at the conclusion of the meeting to ensure that everyone has left the building.
 - k. Remain in the building until the last person has left.
 - l. Ensure that all lights are turned off and the security system is turned on before leaving the building.
 - m. Check the entry doors to ensure they are securely closed and locked.
3. **Reservation Priority:** Status order of a reservation is determined by date of receipt by the Facility Librarian of the signed Facility Use Permit and payment of any fees, if applicable, not the date of initial inquiry. Applications will be accepted for any use up to twelve months in advance of the date of event. Groups/Users who utilize Palmer Public Library space on a regular basis are required to submit a new application each year.
4. **Fees:** At the end of each calendar year, current year users will be given the opportunity to renew their meeting times. At the beginning of each New Year, however, the room will be rented on a first come, first serve basis. Any prior year user who has not renewed by the end of the current year will not receive priority consideration.

A yearly fee of \$100 (for Non-Profits) limited to one use a month, or \$25 an hour with a 2 hour minimum will be assessed and must be paid prior to the start of the rental period. It is necessary to have an application on file for each year.

All measures necessary to insure safe and lawful conduct of activities, including but not limited to crowd control measures and fire prevention shall be undertaken and financed by the user. Specialized technical assistance for teleconferencing, etc., where required, is at user's expense.

5. **Conditional Use:** Meeting use is conditional upon user agreement to save, hold harmless, and indemnify the City of Palmer from any claims, law suits, or judgments arising from loss, damage to property, or injury to persons from or during their activity or event.
6. **Insurance Requirements:** A certificate of insurance naming the City of Palmer as an additional insured may be required. If Group/User cannot provide a certificate of insurance, insurance can be purchased through the borough at a nominal fee for each event scheduled.
7. **Cancellations:** Any cancellation or change to a confirmed reservation must be in writing, addressed to the Facility Librarian and specify the room(s), area(s), date(s) and time(s) to be canceled and/or changed and must be received twenty-four (24) hours in advance of the scheduled event to be eligible for a refund of fees. Failure to notify the Library of a cancellation, abuse of meeting room privileges; or noncompliance with the Facility Use Permit may result in immediate cancellation of use, denial of future use and forfeiture of fees.

The City of Palmer or Palmer Public Library may cancel a reservation with twenty-four (24) hours notice because an area is needed for the purpose of conducting Library or other City business. A refund, if applicable, will be issued in this case. Notify the library PROMPTLY (745-4690) if your meeting is cancelled.

8. **Additions/Alterations:** Additions to or alterations of Palmer Public Library equipment, electrical or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way, are subject to the approval of the Facility Librarian and shall be installed and removed from the facility within the time reserved. No items/materials may be affixed to walls, doors, flooring, furniture, etc. that will leave a residue, stain, scratch or otherwise mar these surfaces. No smoking, use of candles or open flame or decoration which may be flammable or combustible, or smoke or fog generating equipment or apparatus is allowed in any Palmer Public Library facility.
9. **Termination:** The Library reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of the Library, such act is necessary in the interests of public safety and/or user is in violation of this permit. User waives any claim for damages or compensation should the event be interrupted, terminated or canceled.
10. **Financial Liability:** Users are financially liable for any damage to the facility or library equipment caused by or as a result of their use. Users are required to report such damage as soon as possible after the incident and shall only take such action as is reasonably necessary to stop or contain damage. The Library will clean, repair or take such other reasonable action as is necessary to clean and/or repair such damage. Payment for any damage(s) is the responsibility of the user and shall be made to the City of Palmer within thirty (30) days of receipt of any billing.
11. **Laws and Ordinances:** Use of any Library Facility shall be in accordance with all applicable Federal, State and local ordinances, statutes, rules and regulations that may apply. No individual or group shall be discriminated against because of race, religion, color, sex, national origin or disability.
12. **Posting of Meeting/Event:** No flyers, banners, or event information may be posted outside the building advertising events within the library or on the library grounds. Space will be provided within each facility to advertise or promote scheduled meetings or events. The notice must clearly state the sponsor of the event and a local contact telephone number. Promotional materials, press releases etc., must be worded so that it is clear to the general public the event is held at, but not sponsored by the Library. Non compliance with this policy may lead to immediate cancellation of the event and forfeiture of any rental fees paid.
13. **Room Capacities:** Users agree to observe posted room capacities and ensure that their use shall not adversely affect the needs of the Library and shall be conducted so as not to disturb others using the library.
14. **Supplies/Equipment:** Users are responsible for their own supplies, specialized equipment, set up and clean up. Tables, chairs and equipment must be returned to the original configuration, arrangement and/or storage location within the time reserved.

15. **Storage of Items:** No items may be stored for any user/group in the Palmer Public Library. All supplies and equipment used in an event must be removed from the facility at the completion of each reservation period. Palmer Public Library is not responsible for items left in, lost, or stolen from the Library or the Library grounds.
16. **Food and Drink:** Food and drink are only allowed in the meeting room. The sale of food or drink in the facilities and/or on the grounds is prohibited. Serving of alcoholic beverages are prohibited in any of the facilities or on any of the grounds. Any violation of this policy is grounds for expulsion from the facility.
17. **Age Requirements:** Groups composed of persons under the age of 18 must be sponsored and supervised by an adult responsible for that group.
18. **Other Conditions:** The Library may impose such other reasonable conditions in addition to these specified herein as it is deemed necessary. As a general rule, meetings may not be scheduled in the morning prior to the library's opening time. In the evening, a representative from the organization must arrive before the library closes. The meeting may extend beyond the library closing hours
19. **User Responsibility:** Users are responsible to be familiar with and observe the Library Facility Use Permit in its entirety. The outside meeting room and library doors must be checked by the individual in charge at the end of the meeting. Doors must be locked and secured. If a door is not locked when checked, please alert the City of Palmer Police Department.
20. **Indemnification:** The Vendor shall indemnify, defend, and hold and save the borough, its elected and appointed officers, agents, and employees harmless from any and all claims, demands, suits or liability of any nature, kind, or character, including costs, expenses, and attorney's fees. The Vendor shall be responsible under this clause for any and all legal actions or claims of any character resulting from injuries, death, economic loss, damages, violation of statutes, ordinances, constitutions, or other laws, rules or regulations, contractual claims, or any other kind of loss, tangible or intangible, sustained by any person, or property arising from Vendor's or Vendor's officers, agents, employees, partners, attorneys, suppliers, and subcontractors' performance or failure to perform this agreement in any way whatsoever. This defense and indemnification responsibility includes claims alleging acts or omissions by the borough or its agents, which are said to have contributed to the losses, failure, violations, or damage. However, the Vendor shall not be responsible for any damages or claim arising from the sole negligence or willful misconduct of the borough, its agents, or employees.
21. **Waiver:** This permit and the policies within apply unless a waiver has been signed by the City of Palmer Manager.

I have read and understand the General Terms and Conditions of Use and Operations for the meeting room.

Signature

Date



City of Palmer

Palmer Public Library

Video Conferencing Policy & Procedure

The Alaska OWL (Online With Libraries) Video Conferencing system allows face-to-face meetings among participants in different locations. The system supports two-way, full motion, audio, graphics and data communications.

The University of Alaska, Fairbanks is the OWL designated video conference service provider. The person requesting scheduling of a video conference is responsible for coordinating the video conference with users at other sites. Each remote site is responsible for its own equipment setup and any fees involved.

General Terms and Conditions of Use

1. **Confirmation:** The applicant should contact the library at least 1 month in advance of the date they would like to hold the video conference to ensure room availability, times, and video conference provider services can be checked and coordinated.
 - The applicant must submit the meeting room application and OWL on-line worksheet.
 - Meeting dates and times are considered tentative until the following have been confirmed:
 - A meeting room application has been received and fees paid
 - Video conference request has been completed on line and accepted. OWL website:
<http://library.alaska.gov/dev/owl.html>

Click on Owl Links/Video Conference Request

Complete worksheet including:

- Event contact person, phone, and email
- Event moderator name, phone, email, and location
- Desired libraries for meeting
- Check off location of library for the video conference
- List of non-library locations that will be participating
- List the name of the other party in the video conference call, phone number, and email address
- Please provide the expected number of participants for each location selected above
- Number of attendees
- Are other libraries allowed to join this conference?

These requests will go to UAF, 1-800-910-9601, then press #, and press 1. They will contact the applicant to do a test to ensure that the video conference will go through on the designated day. The applicant can set up anywhere with a web connection, even at home.

All users must respect licenses and other agreement for Video Conferencing services. The applicant must plan to arrive at the Library twenty minutes prior to the video conference start time.

2. Video Conferencing Priority Use:

- Library events may require scheduled events to be interrupted, cancelled or delayed.
- Videoconference equipment is limited and requests will be processed on a first-come, first-serve basis.
- Conference date(s) and time(s) will depend on the room, equipment, staffing, and video conferencing service availability.

3. Cancellations:

Cancellation of video conferencing is subject to same policy as meeting room cancellation. Any cancellation or change to a confirmed reservation must be in writing, addressed to the Palmer Public Library Librarian and specify the date(s) and time(s) to be canceled and/or changed and must be received twenty-four (24) hours in advance of the scheduled event to be eligible for a refund of fees. Failure to notify the Library of a cancellation, abuse of meeting room privileges; or noncompliance with the Facility Use/Video Conferencing Permit may result in immediate cancellation of use, denial of future use and forfeiture of fees. The City of Palmer may cancel a reservation with twenty-four (24) hours notice because an area is needed for the purpose of conducting Library or other City business. A refund, if applicable, will be issued in this case.

4. User Responsibility:

Video conference users are responsible for all video conferencing equipment. (The video conferencing remote is valued at \$800).

Signature

Date

Signature of Library Official

Date