

MEETING ROOM RESERVATION PROCEDURES:

1. Be sure you are familiar with the new policies.
2. Reservations may be taken over the phone, but before use the form **MUST** be filled out & signed. Please have, if possible, the person reserving the room do the walk-through with you and make sure you mark & initial the room checked (before & after) section. Forms should be kept for 1 year. Please ask for ID for the person signing – ID can be a current in good standing PINES card (NOTE: minor overdues, etc. is OK. Barred would not be); or current government issued photo ID. Photos & addresses should match the person and what is written on the reservation.
3. Friends of the library, book clubs, government agencies (like the insurance commissioner or the elections supervisor) who will be using the room, without charge and with regular meetings or several dates throughout the year should fill out the form for the **YEAR**, listing each date as much as possible. If the dates aren't set – add the dates to the form as the year progresses.
4. One-on-one meetings such as tutoring, testing, consultations, interviews etc. are not done in the regular large meeting rooms. (Certain government agencies requesting meetings of this sort may be exempt. Please check with the Director).
5. As a reminder – investment clubs, the historical society, the DAR and similar groups and organizations – are **NOT** exempt from the payment of the fees. For special programming by any of these groups, if they wish to make prior arrangements with the library we can piggy-back and have a jointly sponsored program whereby the fee would be waived. Not regularly, but special. If any group has a request of this type refer them to the Director.
6. Library sponsored groups & government type groups are exempt from fees **BUT** those programs **MUST** be open to the public.
7. **GOVERNMENT** is defined as “tax-supported agencies that regularly provide financial and/or on-behalf support to the library.” That would be a city, a county, a school board, a state agency, a federal agency.
8. **NONPROFIT** is a group or organization with a tax-exempt 501(c) designation from the IRS.
9. Fees must be paid **IN ADVANCE**, although they can be paid the day of the event. If the group/organization needs the key or to come in early for set-up, fees must be paid before hand. Fees should be listed on the financial sheet under Miscellaneous as “Room.” **A RECEIPT MUST BE GIVEN!**
10. This is a facility use policy. So, if a group wants to use the grounds or parking lot, or the main lobby, the same thing, technically, applies although that type of request should be referred to the Director.

11. This is a regional board decision and the regional board is made up of representatives from all local boards. Local boards can NOT override regional board decisions. Please see the section on appeals in the policy for questions or concerns, after referring all questions to the Director.