

CRANE ROOM

FAC-2

Approved: 03/14/2012
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Policy Statement

In an effort to support the educational, civic, and cultural activities of groups and organizations, Jensen Memorial Library offers meeting space for public use.

Definition

The Crane Room is available for public gatherings of a cultural, educational, civic or professional nature by members of the community and/or those needing a space to serve members of the community.

Guidelines

Use of the library's meeting room does not constitute endorsement or approval of viewpoints, policies or beliefs expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

The Crane Room may not be used for any commercial purpose, or programs inconsistent with the library's objectives, such as bingo games, or money raising functions, or later sales as a consequence of a meeting in the room.

Regulations

1. Library sponsored meetings and events receive first consideration for use of the room, regardless of previous reservation.
2. Those wishing to use the room must contact the library to make a reservation at least 24 hours in advance. Reservations for non-library events are taken on a first-come, first-serve basis. Cancellations should be made as early as possible when plans are altered.
3. A completed "Application for Use of the Crane Room" must be on file in the name of the organization at the library before using the facility. (See: FAC-Forms & Additional Information- 1). An addendum will be added to the original application each time the group wishes to schedule a room reservation. Contact information for the group will be confirmed with each reservation.
4. The room is only available for public use during hours the library is open.
5. Use of the library's name in distributing partisan literature or for an organization's mailing address is not allowed.
6. Any printed or electronic publicity, advertising, or marketing materials that include the Library's name and/or address must include the disclaimer: "This event is not sponsored by Jensen Memorial Library."
7. Private parties (birthday, showers, independent sales, etc.) are not allowed.

FAC-2 (CONT.)

8. Admission may not be charged for any gatherings, nor contributions solicited. Special consideration may be made for educational purposes including short-term classes or discussions involving small fees.
9. An adult sponsor must supervise children's groups and be present at all times.
10. No signage or decorations may be affixed to any surface in the room using nails, thumbtacks, or staples. Usage of tape or other adhesives that do not remove cleanly or damage finishes are also not permitted. All signage, displays or decorations must be removed at the conclusion of the meeting.
11. Kitchenette equipment (including coffee pot, refrigerator and microwave) are available while using the meeting room. All equipment must be cleaned after use. Cups, dishes, utensils and other supplies are not furnished by the library.
12. A projection screen is available for public use. All other library owned equipment for public use in the Crane Room must be requested at the time of reservation and set up by library personnel.
13. The organization will be responsible for cleanup following use and will be held liable for any damage to the building, furniture, or equipment used.
 - i. With approval by the Director, furniture may be moved within the room but must be returned to its proper place.
 - ii. Groups are responsible for their own setup and takedown.
 - iii. Items or equipment belonging to the group may not be stored at the library.
14. The room must be returned to the condition in which it was found and must be completely vacated prior to the library's closing time.
15. A cleaning fee of \$50.00 may be assessed if deemed necessary by the Director. Food and drink spills must be cleaned up immediately and staff should be notified as soon as possible. Failure to notify staff may result in a charge for damages and suspension from further use of the Crane Room.
16. Smoking is not permitted in the library. Alcohol or controlled substances may not be consumed on the premises of any public building in the city of Minden.
17. The Director is authorized to deny permission to use the Crane Room to any group or individual that is disorderly or objectionable in any way, or that violates any of these regulations.
18. Room reservations will be canceled in the case of an emergency/weather closing. (See: GOV-6b. Emergency/Unplanned Closings)
19. Upon adequate notice, and for adequate reasons, the library reserves the right to revoke permission to use the Crane Room. Final review of usage is made by the Board at the Director's request.
20. Jensen Memorial Library staff and Board of Trustees, nor the City of Minden are responsible for accidents, injury, or loss of individual property while using the Crane Room caused by human error, misbehavior, or misuse of equipment or furniture.