

Meeting Room Policy

Date Approved: 06/01/2002

Approved by the Superior Library Board

Date Amended: 7/11/2023

The use of the room by the library will take precedence over any other group.

Nonprofit or civic Individuals or groups may use the Boersma Room for activities of education, cultural or artistic nature without charge.

The Boersma Room may be used by individuals or groups for a fee of \$15.00 per day at the discretion of the library director. The fee for the use of the room is due before the use of the room. Any cancelation of the room must be made 1 day before the date the room is reserved for. The fee will not be returned if not canceled ahead of time.

A key will be needed for non-library hours use. It must be picked up during regular hours and may be returned in the book drop or left in the room. There will be an extra \$5.00 charge if a staff member has to come let you in or come to get you the key during non-library hours.

If the key is lost you will be responsible for the cost of having the locks changed.

All activities must be confined to the meeting room. No activity may be set up in the main part of the library.

The user will be responsible for getting extra chairs or tables, if needed.

The library has a 20 cup coffee pot that you may use, but the user must furnish cups and any other items that are needed.

The room must be left in the same good condition in which it was found. If it is not, you will be charged for having it cleaned. Minimum will be \$5.00. The user will be responsible for having carpet cleaned if it is stained.

You must get permission to use the projector before using. Bring your own computer to connect to the projector.

No open flames or perfumed waxes or other items may be used in the room.

BE SURE DOORS ARE CLOSED TIGHT AND LOCKED UPON LEAVING.

