

# LIBRARY MEETING ROOM REGULATIONS & FEE STRUCTURE

## Who may use Meeting Rooms

- Library meeting rooms are available to any organization for educational, cultural, civic and recreational purposes subject to the Library Board meeting room policy and the regulations outlined below. The Carver County Library System does not advocate or endorse the viewpoints of meetings or meeting room users.
- Non-profit groups may use meeting rooms without payment of fees during library hours. They must allow the general public access to their meetings, and may not charge admission fees.
- Governmental agencies or officials may close the meeting rooms to the public as the law may permit.
- For-profit groups or enterprises may use the meeting rooms with payment of fees, but may not sell or dispense a product / service or distribute advertising other than in the meeting room. They may exclude the public from the meeting rooms.

## Scheduling Meetings:

- Meetings may be scheduled up to six months in advance and are available on a first come, first served basis. No group has an automatic right to a certain date on a regular basis.
- Governmental agencies or the Library however, may schedule meetings on a permanent basis and as far in advance as is necessary.
- **The Library reserves the right to ask any group to change the time or date of its meeting if the meeting room is needed for Library purposes.**
- An application must be submitted for each request.
- **Meeting rooms are available 10 am to 8 pm, Monday through Thursday; 10 am through 5 pm Friday and Saturday, and 1 pm to 5 pm on Sunday.**
- One half hour will be scheduled between any two meetings in the same room.
- Reservations for the meeting rooms will be made according to the size and needs of the group making the reservation. Room occupancy is as follows:

Room Name	Occupancy Rate	Rental Fees	
		Commercial*	Non Profit**
Thornton Wilder Meeting Room	up to 128, Kitchen	\$25.00 per hour	\$0.00 per hour
Sinclair Lewis Meeting Room	table & 8 chairs	\$15.00 per hour	\$0.00 per hour
Longfellow Board Room	table & 16 chairs	\$15.00 per hour	\$0.00 per hour
Maud Hart Lovelace Room	up to 6	\$10.00 per hour	\$0.00 per hour
** Non profit groups as defined by the IRS			

### **Use of the Meeting Rooms**

- No elaborate cooking allowed. Coffee or other non-alcoholic beverages and simple bars, cookies, or other foods may be served. No red dye based beverage or food allowed; for example, Kool-aid or jello. Exceptions will be addressed on a case by case basis.
- All activities must be supervised on premises by at least one adult. The person completing the meeting room application is ultimately responsible.
- **Meeting room users are responsible to set up the room before use and return the room to the seating plan posted in each room.** All meeting rooms must be left in a clean condition. If the condition is unacceptable to Library Staff, the group will be billed for cleaning and damages and/or **may lose future usage of the rooms.**
- The Library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.
- The Library's "Conduct in the Library" policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the library.
- Individuals attending meetings with children are responsible for the supervision of those children.
- The Library shall not be identified as the meeting room user's address or office. The Library will not receive mail on behalf of the user or keep any materials, equipment, or personal property of the user.

### **Policy for Study Rooms**

- Individual study rooms can accommodate 2-3 people. These rooms are available on a first come, first served basis. The Library reserves the right to limit usage that violates the purposes of the Library's policies.

### **Americans with Disabilities Act**

- Groups using the Library's meeting rooms are required to provide accommodations for persons with disabilities. Any additional cost for this accommodation will be the responsibility of the group. Public notices of the group's meetings should include this statement: "Persons who need special accommodations please notify the Chanhassen Circulation Supervisor at 952-227-1505 to arrange for special accommodations." If groups rearrange furniture in the meeting rooms, ADA requires a 36" walkway to be maintained.
- A microphone / PA system is available upon request for use in the Thornton Wilder meeting room at no additional cost to organizations.

### **Cancellations**

- Cancellation of events must be made at least 48 hours in advance. In this way, others may be able to use the space and assigned staff can plan other activities.

### **In Case of Fire**

- Lighted Fire Exit signs are at each emergency exit.

Approved by Carver County Library Board of Trustees, August 18, 2003

**Application for Use of the Library Meeting Rooms**  
**Chanhasen Library 7711 Kerber Boulevard**  
**P.O. Box 1130 Chanhasen, MN 55317**

**Returning this form does not guarantee room reservation. Your reservation will be confirmed via e-mail to the address you indicate below:**

Today's Date \_\_\_\_\_

Day Room is Needed: \_\_\_\_\_ Time Needed: from \_\_\_\_\_ to \_\_\_\_\_  
*(Chanhasen Library hours are: Monday-Thursday 10-8; Friday & Saturday 10-5; and Sunday 1-5)*

Approximate Size of Group: \_\_\_\_\_

Meeting Room Requested (circle one):

**Thornton Wilder Meeting Room** (up to 128)  
**Longfellow Conference Room** (table, 18 chairs)

**Sinclair Lewis Teen Room** (table, 8 chairs)  
**Maud Hart Lovelace Room** (table, 6 chairs)

Easel with paper/markers--\$5.00 flat charge for use: Yes \_\_\_\_\_ Kitchen: Yes \_\_\_\_\_  
(Wilder room only)

**Information on Organization**

**Are you a non-profit organization? Y N**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail (for confirmation): \_\_\_\_\_

Purpose or Function of Organization: \_\_\_\_\_

Purpose of the Meeting: \_\_\_\_\_

**Billing Information (if different from above)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State/Zip)

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**Office Use Only**

*Room Reserved:* \_\_\_\_\_ *Confirmed:* \_\_\_\_\_

*Fee:* \_\_\_\_\_ *Deposit:* \_\_\_\_\_ *Balance Due:* \_\_\_\_\_

## Schedule of Fees

### Community Groups/Non-Profits

(as defined by IRS)

Open hours: \$ 0 per hour

### Commercial Groups/Business Groups

Wilder room:	\$25 per hour
Longfellow room:	\$15 per hour
Sinclair Lewis room:	\$15 per hour
Maud Hart Lovelace room:	\$10 per hour

Checks should be made payable to Carver County Library.

**I affirm that I am at least twenty-one years of age. I have read and understand the regulations pertaining to the use of the Chanhassen Library Meeting Rooms, and I agree to abide by the regulations.**

\_\_\_\_\_  
Signature of Individual Filing Application

\_\_\_\_\_  
Date Signed

RETURNING THIS FORM **DOES NOT** GUARANTEE YOUR ROOM RESERVATION. RESERVATIONS ARE NOT FINAL UNTIL E-MAIL OR PHONE NOTIFICATION IS SENT BY THE LIBRARY.

Return completed application to: Kathy Perschmann  
Chanhassen Library  
7711 Kerber Blvd.  
P.O. Box 1130  
Chanhassen, MN 55317

Phone: 952-227-1508 (voice mail)  
Fax: 952-227-1510  
e-mail: [kperschmann@co.carver.mn.us](mailto:kperschmann@co.carver.mn.us)