

Rehoboth Beach Library Meeting Room

POLICY AND RULES

The Rehoboth Beach Library Board of Trustees (Board) is the owner of the library building located at 226 Rehoboth Avenue and has sole jurisdiction for its inside and outside maintenance, as well as the use and administration of its facilities. The second floor meeting room is an adjunct of the building which is available for rental and usage as outlined below.

MEETING ROOM USE POLICY

Library programs and functions shall have precedence over any requests for use of the meeting room.

The meeting room is available for free rental to any non-profit, non-political organization that is civic oriented in function and nature after approval by the Board. A nonprofit number and statement shall be furnished. Applications for all types of organizations including non-profits will be evaluated by the Board. The Board reserves the right to deny, cancel, or suspend permission granted to any group or organization that violates the MEETING ROOM POLICY AND RULES. In case of any emergency, the Board has the right to cancel meeting room reservations. Such cancellations shall be made as soon as possible.

The Board may require a security deposit.

No programs may be disruptive of the library or its functions.

The Board reserves the right to cancel or suspend permission granted to any group or organization that violates the MEETING ROOM POLICY AND RULES.

The Board neither endorses, approves, or disapproves the viewpoints of those organizations holding meetings or programs in the meeting room.

RENTAL FEE

Nonprofit organizations may use the meeting room free of charge.

All other organizations shall be charged a fee of \$25 for one half day (9 a.m. to 1 p.m. or 1 p.m. to 5 p.m.); \$50 for full day (9 a.m. to 5 p.m.); \$100 for weekend days (9 a.m. to 5 p.m.); \$100 for meetings held after 5 p.m. The Board reserves the right to alter the aforementioned nonprofit and forprofit charges depending upon the number of people attending, use of kitchen facilities, and purpose of meeting.

MEETING ROOM CAPACITY

By order of the Fire Marshall, the meeting room capacity is limited to 70 people. Children must be supervised by adults (at least one adult for 5 children).

REQUESTS TO USE THE MEETING ROOM

Requests to use the meeting room shall be made on the application for available in the Library. (No telephone applications will be accepted.) The applicant shall be furnished with a copy of the MEETING ROOM POLICY AND RULES prior to filing an application. Meetings should be held during regular Library hours which are:

Mon & Fri 10 a.m. - 5 p.m.
Tues, Wed, & Thurs 10 a.m. - 8 p.m.
Sat 10 a.m. - 3 p.m.

However, special attention will be given to organizations requesting meetings at times when the library is closed. All evening meetings must be concluded and vacated at a reasonable hour to be determined by the Board.

FEE PAYMENT

Payment for use of the meeting room shall be made at least 7 days in advance of use of the meeting room. Checks should be made to the Rehoboth Beach Library. No refunds will be made if the meeting is canceled less than 24 hours before the scheduled date.

MEETING ROOM GENERAL USAGE RULES

Organizations using the meeting room agree to hold the Board harmless from and against any and all losses, claims, actions, damages, liabilities, and expense, including, but not limited to those in connection with loss of life, bodily personal injury or damage to property of whatever kind or nature including attorney's fees and costs, proximately caused by an organization's negligence.

Also, organizations shall assume complete responsibility for the general safety of their groups and the general Library public during meetings. Failure to do so shall be cause for future denial of meeting room privileges.

The outside patio doors shall remain locked when children are present.

Smoking is prohibited inside the library and the upstairs outside patio.

The renting organization is responsible for obtaining an alcoholic beverage license where alcohol will be served. (Copy to be furnished with application.)

The renting organization is responsible for obtaining appropriate insurance coverage. (Copy to be furnished with application.)

Nothing may be attached to the walls or ceilings except for the picture rail. No lighted candles may be used.

No group or organization may list the address or telephone number of the Rehoboth Beach Library as its own. No incoming telephone calls for members of any nonLibrary related organization shall be handled by the Library staff. The telephone in the meeting room is for local calls only.

Setting up the meeting is the responsibility of the organization holding the meeting and must be done during regular Library hours. Items brought to the meeting room must be removed the day the program is held.

All announcements, press released, flyers, etc., relating to meetings must state clearly that the meeting is not sponsored by the Board or the Rehoboth Beach Library.

Groups using the kitchenette facility must bring their own food, drinks, utensils, and must leave a clean work space when the meeting is over. No food preparation is permitted. However, appliances may be utilized for warming purposes.

CLEANING

The meeting room shall be left in the condition it was rented. If additional excessive cleaning, trash removal, etc., is necessary after the meeting, the user shall be billed for the cost.

OPENING AND CLOSING OF CONFERENCE ROOM

The Library Director shall be responsible for opening and securing the meeting room for meetings held during regular Library hours. Where a meeting will extend beyond the Library's regular hours or on days when the Library is closed, the Library Custodian will be responsible for opening and securing the meeting room.

WE ARE OPEN

Mon & Fri: 10 a.m. - 5 p.m.

Tues & Thurs: 12 - 8 p.m.

Wed: 10 a.m. - 8 p.m.

Sat: 10 a.m. - 3 p.m.