

Operation Policies

Hayman Meeting Room Policy

The Delmar Public Library Board of Commissioners, hereafter referred to as the Commissioners, serves as the governance of the library building located at 101 N. Bi-State Boulevard, Delmar, Delaware, and has sole jurisdiction for the use and administration of its facilities. As such, the Commissioners reserve the right to approve or reject requests for use of the Delmar Public Library's Hayman Meeting Room and shall act as the final authority in granting or refusing permission for the use of the room. The Commissioners' intent is to make its facilities available to the public on an equitable basis regardless of beliefs or affiliations of the individuals or groups requesting their use. The intent of this policy is to make the Library's meeting room available for educational, cultural, and informational community meetings and programs. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs.

Meeting Room Use Policies:

Delmar Public Library meeting room space will be reserved with the following priority order:

1. Library sponsored programs
2. Governmental agencies
3. Non-profit civic, educational, and cultural groups
4. Private for-profit businesses

The Hayman Meeting Room cannot be used for personal events (e.g., birthday parties, baby showers, etc.).

The room has seating for 100 individuals. Organizations using the meeting room agree to hold the Commissioners and Library Staff 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 fees and costs, proximately caused by an organization's negligence. Also, organizations must assume complete responsibility for the general safety of their groups and the general public during meetings. Failure to do so shall be cause for future denial of meeting room use. Proper liability insurance to the limits noted in in the room reservation application must be acquired for the rental period.

The Delmar Public Library is not responsible for damages to or theft of equipment used or left in the meeting room, including but not limited to damages by viruses to software or computers or other electronic devices. The Library assumes no responsibility for items left on the premises and will not store them. The Library will contact the organization in writing regarding items to be removed. After 60 calendar days from the date of the letter to the organization, the Library will dispose of items left on the premises.

Requests to Use the Meeting Room:

All requests to use the meeting room must be submitted on the application Hayman Meeting Room Reservation Form and Hayman Meeting Room Responsibility Form. [Both forms are found in the Staff Manual Policy and Procedures June 7 2011.] The form can be filled out in person or online via the Library's website. Applications must be submitted by an individual 18 years of age or older who shall be the contact for the organization and who shall assume responsibility for the conduct of the meeting, adherence to regulations and rules for use of the room, and all fees for the rental of the room or for any damages incurred. The contact person for the organization shall be the individual who signs

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the Hayman Meeting Room Responsibility Form. Telephone reservations will not be permitted. The Library reserves the right to decline an application based on the individual's/organization's non-adherence to policies during past reservations.

The form must be submitted to the Library at least seven workdays before the meeting. Reservations cannot be made more than six months in advance. An individual and/or organization is limited to no more than 24 requests per year. Payment of any rental fee is due once the reservation has been approved. Checks should be made payable to the Delmar Public Library. No refund of the rental fee will be made if the meeting is cancelled less than 24 hours before the reserved date. Reservation fees cannot be credited to an organization for future use of the meeting room. Applicants will be notified of approval the room reservation application via the preferred method noted on the form.

Organizations are responsible for set-up, clean-up, and arrangement of the room to its original state. Reservation requests should include set-up and clean-up time. The Library's hours are:

Monday – Thursday	10 am – 8:00 pm
Friday	10:00 am--5:00 pm
Saturday	10:00 am-- 2:00 pm

Events are expected to be conducted during normal business hours, but requests for use of the meeting room outside normal Library operating hours will be decided on a case-by-case basis. Additional fees will apply. All evening programs should be concluded at a reasonable time as determined by the Commissioners.

If an application for meeting room use is rejected, the reservation fee will be returned to the organization's contact person via USPS in a timely manner.

Fees:

The Hayman Meeting Room is available for usage in accordance with the following fee structure:

- Governmental agencies: No charge, but donations encouraged
- Non-profit, civic, educational, and cultural groups: No charge, but donations encouraged
- Private, for-profit businesses: Fees apply, see room reservation application

Payment can be made via check, cash, or Paypal. The Commissioners reserve the right to alter these charges dependent upon the purpose of the meeting and the number of people attending.

The Hayman Meeting Room has a kitchen with a refrigerator, oven, and microwave which can be used to re-heat prepared foods. Cooking of foods in the kitchen is not allowed.

Rules:

1. All organizations using the Library's Hayman Meeting Room must complete all application forms at least seven days prior to the meeting date and submit all fees at the time of approval.

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2. In publicizing a meeting to be held in the Library meeting room, the sponsoring group, time, and place must be clearly and definitely defined. The Library's address may be used to publicize a meeting at the Library location, but may not be used for mail or residency purposes. All announcements, press releases, flyers, etc. relating to the meeting must clearly state that the meeting is not sponsored by the Delmar Public Library. Inquiries concerning meetings to be held in the Library's meeting room will be referred to the contact person named on the application. The Library's telephone number may not be used by non-Library related groups. No incoming phone calls for members of any non-Library related organization may be handled by Library staff. Outgoing calls may not be made by any non-Library organization, unless an emergency.
3. There will be no sales of products/services and no collection of admission fees, except for continuing education or certification programs in which admission fees cover the cost of supplies and materials. The organization reserving the room will notify the Library at least 10 business days before the first scheduled event to confirm receipt of associated fees. No funds or donations may be solicited or collected except for those which are pursuant to Library fundraising efforts. The Library has the right to allow the sale of products by any entity presenting a program sponsored by or in cooperation with the Library.
4. All organizations requesting use of the meeting room should have appropriate certificate of insurance, if applicable. See the room reservation application for liability requirements. A copy of the insurance provider and proof of coverage may be requested prior to approval of the application.
5. Organizations may request use of the meeting room up to 6 months in advance and may request use of the meeting room up to 24 times each year. All fees are due at the time of the application for use, no matter the date of the scheduled meeting. Organizations requesting use of the meeting room more than the allowed **24 times** may appeal to the Commissioners for additional dates.
6. Any accidents, injuries, and/or damage to the room, its contents, or participants occurring during the rental period must be reported immediately to the Library Director or his/her designee.
7. All organizations must abide by the Patron Code of Conduct and policies for the Delmar Public Library. Meetings may not be disruptive of the Library or its functions. Organizations using the Meeting Room are responsible for the behavior of individuals attending the meeting. Individuals, who fail to abide by Library rules, regulations, and this policy, or to cooperate with Library staff, are subject to ejection from the Library. Organizations who do not take responsibility for the behavior of individuals using the Meeting Room may have future requests rejected.
8. Children and teens must be adequately supervised by adults (one adult for every ten children/teens). Children under age 12 may not be left unattended in the Library while adults

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attend meetings in the Library Meeting Room, and follow policy as stated in the Library's Unattended Children Policy.

9. Groups using the kitchenette facility must bring their own food, drinks, utensils, and paper products. No food preparation is permitted and meals may not be served from the meeting room. All food served at the meeting must be consumed in the meeting room and not taken into other areas of the Library. The kitchenette area must be cleaned after use and all garbage removed from the premises. If condition of the room after use warrants the Library contracting for cleaning, the cost incurred by this cleaning will be billed to the contact person for the organization. Any costs to repair damage to the Hayman Meeting Room will be billed to the contact person for the organization. Failure to leave the facility as directed may lead to a rejection of future use requests.
10. Smoking, vaping, the use of any other tobacco products, alcoholic beverages, and/or controlled dangerous substances are prohibited.
11. In compliance with the Delaware State Fire Marshall regulations, meeting attendance may not exceed a maximum number of 175 people. Individuals arriving after the room has reached capacity should be refused entrance. The Library reserves the right to monitor the number of attendees to ensure that fire code regulations are observed. Emergency exits must remain accessible during use of the meeting room.
12. Statistical information on the use of the meeting room must be reported to the Library. The contact person is required to complete a post-event form detailing this information.
13. Tables and chairs are provided. Organizations may request additional Library equipment, subject to availability. Equipment available includes a laptop with DVD drive and LCD projector with sound system. The library cannot provide operators for the equipment. If instruction is required for equipment operation, it is mandatory that a representative of the group set up an appointment with Library staff in advance of the reserved time. All equipment, including tables and chairs, are subject to fees if damaged. Fees for damaged items are evaluated at repair or replacement cost.
14. No furniture or equipment may be brought into the meeting room without prior approval of the Library Director or designee. Nothing will be attached or adhered to the walls. No tape or tacks or staples may be used on the walls. No lighted candles or other open flame may be used in the Library.
15. Arranging the meeting room chairs, tables, etc., is the responsibility of the rental organization. The arrangement must be done during Library operating hours. The room must be returned to the original configuration once use of the room has ended. All items brought to the Library for the meeting purpose must be removed when the meeting is completed. All trash must be removed from the room at the end of the event. The Library is not responsible for any injury or damage caused by moving furniture.

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16. The Commissioners reserve the right to disallow or revoke permission granted to organizations for use of the meeting room on a case-by-case basis if that organization has previously violated these rules, or if it believed by the Commissioners that the use of the meeting room will interfere with Library operations, adversely affect public safety or cause public disturbance.

17. Failure to adhere to these policies may result in the rejection of future room reservations.