

Otto Bruyns Public Library Meeting Room Policy and Rules

1. The Otto Bruyns Public Library of Northfield provides a meeting room for Library sponsored or co-sponsored programs and events which meet the Library's civic, informational, educational and cultural services goals. There is one (1) meeting room seating approximately 100 people. When not in use for Library activities, the Meeting room may be made available to local community organizations under the following guidelines approved by the Library Board of Trustees. The Library Board neither approves nor disapproves of content, topics, subject matter, points of view of individuals or groups using the Meeting Room.
2. Organization Use: Groups: The Meeting Room is available to groups whose headquarters are in or who provide services to the residents of Northfield. Approval may be granted for a maximum of six (6) meetings that may be held over a six (6) month period. The Meeting Room is not intended as a regular meeting place for any group.
3. Meeting Room space will be available on a first come, first served basis. Arrangements are to be made with the Director or Program Coordinator.
4. Requests for the use of the Meeting Room must be made, in writing, on forms provided by the Library, and submitted to the Program Coordinator at least two (2) weeks before the meeting is held. Notification of approval will be made, in writing or by phone, to the person completing the application. Meeting cannot be scheduled more than (6) months in advance for groups.
5. Organizations must provide a Certificate Of Insurance prior to their use of the Meeting Room. Certificates of insurance must indicate the time and date of the meeting and list the City of Northfield as additional insured/certificate holder.
6. Applications will be considered in order of receipt, with the understanding that Library sponsored or co-sponsored programs have priority over non-Library programs. The Otto Bruyns Public Library reserves the right to cancel advance registrations by notifying the individual applying for the use of the Meeting Room thirty (30) days in advance of the scheduled meeting.
7. Organizations or individuals shall not be permitted to charge an admission fee, solicit donations or sell any product, service or item at any meeting or program held in the Library.
8. All meetings shall be open to the public and may be listed in the Library's Calendar of events. The Library is not responsible for newspaper or public advertisements. Neither the name nor the address of the Otto Bruyns Public Library may be used as the official address or headquarters for an organization. The organization's phone number, not the Library's number, is to be included in your announcements. The library is not responsible for giving out information about your organization.

9. Smoking and alcoholic beverages are not permitted on the premises. Light refreshments may be served, however each group must supply their own disposable plates, napkins, utensils and cups. Please do not use the library's materials (plates, napkins, etc.) as these are for use with library sponsored events only. Each group is responsible for cleaning the room to the condition it was in when they arrived. Please empty trash into the outside trash receptacles. Fees may be charged if the room is not returned to the original state prior to the meeting.
10. The City of Northfield, the Board of Trustees and Staff of the Otto Bruyns Public Library are not responsible for accidents, injury or loss of property while using the Meeting Room.
11. An authorized representative(s) of the applicant shall sign each application and shall:
 - Be responsible for the care and use of Library property.
 - Be in attendance at all times during occupancy of the building.
 - Insure that the premises are vacated promptly and at the time specified on the application.
 - i. If leaving after library hours ensure that the library doors close and lock behind you.
 - ii. If an organization meeting after library hours fails to properly set the meeting room alarm on three separate occasions, that particular group will no longer be able to stay after the 8 pm Library Closing time, thus allowing the Library Staff to alarm the building.
 - Assume liability for payment of any fees due to the Library.
 - Be responsible for all damage to Library property which results from the use of the facilities. Damage to Library property will be charged to the sponsoring individual.
12. Where the Meeting Room is used by minors, the application must be completed by an adult who must be present and take responsibility for the proper conduct of the meeting, for any fees incurred and any damage which might result.
13. While usage fees are not required, they may apply if the room is not returned to its prior state at the conclusion of the meeting. Fees will be determined by the Director or Program Coordinator dependent on damage and/or uncleanness.
13. The Board of Trustees and the Library Director reserve the right to deny permission to use the Meeting Room to any group that is disorderly, violates regulations, or does not meet the Library's service goals.

Otto Bruyns Public Library
Application
Use of Meeting Room

The Otto Bruyns Public Library must receive a completed application prior to the use of the room. This room is available during regular library hours when not in use for scheduled library activities. Any meeting occurring outside of scheduled library hours must receive Director pre-approval.

Name of Organization: _____

Name of Organization President: _____

Address of Organization President : _____

Email/website of Organization: _____

Telephone number – Cell: _____

Work: _____

Home: _____

Name and address of individual applying: _____

Address: _____

Email of individual applying: _____

Telephone number – Cell: _____

Work: _____

Home: _____

Type and Purpose of Organization:

Purpose of meeting or program:

Date requested:

Time of meeting – Please allow ½ hour lead time for set up, and ½ hour for breakdown

Beginning: _____ Ending: _____

Approximate attendance _____

Name of Organization