

## **MEETING ROOM/KITCHEN RENTAL**

The Foley Public Library considers the use of the Meeting Room with adjacent kitchen and Boardroom as an extension of library services. The rooms should be available to the library community in its broadest sense and reflect the educational, cultural, social and recreational role the library plays.

The large meeting room, which seats a maximum of 52 persons, 36 with tables and chairs, and the Board Room, which seats 8, are generally available during library hours and must be vacated at least 15 minutes prior to the library's normal closing time.

Use of a room by any group or individual does not constitute an endorsement of the group's policies or beliefs by the library or the City of Foley.

Availability will be on a first-come basis.

The following priorities will apply in case of conflict (in the order shown):

- Library programs
- A non-profit group affiliated with the library
- A non-profit Foley-based group
- A non-profit regional group
- A non-profit national group
- A for-profit Foley based group
- A for-profit regional group
- A for-profit national group
- An individual for quiet study or tutoring.

### **General Room Usage Rules:**

- The Library has the right to refuse any room rental requests.
- Rooms are not available for private parties.
- Organizations should apply for use of the rooms online by accessing our website at [foleylibrary.org](http://foleylibrary.org). Requesting to use a room and/or filing an application to use a room implies acceptance of these policies.
- No meeting shall be scheduled more than six months in advance. No organization will exceed one meeting during each calendar month without written approval of the Library Director.
- Our Patron Code of Conduct Policy should be followed at all times while using our facilities.
- Groups using the room are responsible for setting up the room to meet their needs and must leave the rooms clean and reset as found. The Library may assess a \$50.00 fine if the room is not left in order.
- Limited library equipment may be made available through advanced arrangement. It is the speaker/presenter/organizer's responsibility to schedule an appointment for training if

they expect to use the electronic equipment available in the meeting room. The library does not provide an “on call” technician during your meeting.

- Refreshments may be served, however groups are responsible for their own food supplies, including coffee, and disposable tableware. If the kitchen is used, it must be left in a clean and orderly condition.
- Groups using the rooms are responsible for assuring that the event does not disrupt library services. Use of room may be terminated if staff determines they are disruptive to library services.
- The Library is not responsible for items left in the building.
- Sales and/or solicitations are permitted **ONLY** if the room has been rented and fees paid. Sales may only be made to event attendees. Business License from the City of Foley is required for any financial transactions. Patrons and staff must not be solicited to purchase, attend or participate in group events or business during the event.
- Groups should let the library know as soon as possible if the reservation is to be canceled.
- All events shall conclude 15 minutes prior to the library closing.

#### **FEES FOR COMMERCIAL ORGANIZATIONS:**

A non-refundable deposit of half of the total rent is due at booking.

This deposit is applied to the rental fee which must be paid in full the day of the event.

Base Rate - \$25.00 per hour.

Monday – Thursday, 9:00 AM - 6:45 PM; Friday – Saturday 9:00 AM - 4:45 PM

All Day Rates:

Monday – Thursday (9:00 AM – 6:45 PM) Rate - \$200.00

Monday - Thursday (9:00 AM - 4:45 PM) Rate - \$150.00

Friday - Saturday (9:00 AM – 4:45 PM) Rate – \$150.00

## PATRON CODE OF CONDUCT

The Patron Conduct Policy is designed to provide a safe and welcoming environment for everyone, including patrons, volunteers, and staff. This policy applies to the use of library facilities, library card privileges, access to library resources and library services in any form, including but not limited to in-person, phone and virtual, as well as participation in Library sponsored activities on or away from the library property.

It is the goal of the Foley Public Library to provide free, open and equal access to ideas and information to all members of the community. As such, all library users are expected to conduct themselves in a manner that is courteous, respectful and cooperative at all times.

Disruptive/Inappropriate behavior is defined as, but not limited to:

- Committing or attempting to commit any activity that constitutes a violation of any federal, state, or local statute or ordinance.
- Bringing pets/animals in the building that are not service animals as defined by the Americans with Disabilities Act.
- Engaging in public displays of physical affection or in lewd behavior including, but not limited to, petting, indecent exposure or sexual acts.
- Entering the library without shoes and/or a shirt, with offensive personal hygiene, or being otherwise attired so as to be disruptive to library patrons, staff or volunteers.
- Behavior unsafe or disturbing to other patrons, volunteers or staff such as: shouting, screaming, or making loud noises, use of profanity, pushing, running, skateboarding, shoving, throwing things or provoking violence.
- Use of any personal electronic equipment, cellular phones or audible equipment without headphones set at a volume that disturbs others.
- Soliciting, petitioning or distributing written material that is not approved by library staff.
- Misusing public restrooms, including shaving, bathing, washing clothes, loitering, or leaving restrooms in an unclean manner.
- Lying down on any floor, couch, seat or table in the library, sleeping or the appearance of sleeping for extended periods of time.
- Bringing drinks without a lid into the library or taking them in areas where drinks are not allowed.

Violators of these policies will be told to immediately discontinue such behavior and to leave the City of Foley Library and its property. Second time offenders, in addition to the above corrective action, will be issued a final warning. Third time offenders will be permanently banned from the Library and the Library property, and Library card privileges will be revoked. In the case of any illegal activities, the Foley Police Department will be notified with or without warning and violators will be permanently banned from the library and its facilities.