# Vestavia Hills Library in the Forest
# Meeting Rooms Policy

Use of the meeting room facilities is subject to the rules and regulations established by the Library Board of Trustees.

1. The meeting room may be used for the following purposes: (i) commercial meetings, (ii) noncommercial meetings, or (iii) social gatherings such as birthday parties, receptions and ceremonies, whether or not held in connection with commercial enterprises.

2. All applicants must be 21 years or older, and present a valid driver's license or state issued I.D. and valid Public Libraries in Jefferson County Library Card.

3. Event Monitors are required for all events and must be present during the entire meeting. Twenty dollars ($20.00) per hour is to be paid in cash to a designated staff member at the start of all Social Events during library hours and all events or meetings outside regularly scheduled hours. Library staff attending or participating in the event as a guest may not serve as designated monitor.

4. Meetings held by groups of individuals under 18 years of age must have an adult sponsor in attendance.

5. Children must be supervised at all times. The Library is not responsible for children left unattended while their parent or guardian is in a meeting at the library.

6. The rooms will be scheduled on a first-come, first-served basis, up to twelve months in advance. Up to six meetings per year may be scheduled in advance.

7. Applications for recurring meeting room use must be renewed yearly in January. Groups that wish to make application for a series of meetings should only fill out one application per year. Fees for each meeting must be paid at the time the application is submitted.

8. The Library reserves the right to relocate a group within the library if circumstances warrant.

9. By order of the City of Vestavia Hills Fire Marshal, attendance at meetings is limited to the capacity of the room assigned. Seating and/or supplementary furniture is not allowed in corridors outside rooms.

10. Fire code prohibits any open flames, including things such as incense or candles. Chafing dishes are permitted only in the Community Room.

11. Furniture and/or equipment from the main area of the Library or lobby may not be brought into the meeting room.

12. Smoking (nor vaping) is not permitted.

13. Pets are not allowed in the Library with the exception of service animals.

14. The meeting rooms must be left in good order, with any additional tables and/or chairs returned to storage closet, trash put into the outdoor dumpster, lights turned out, and any appliance used cleaned and turned off. Abuse of Library property will result in charges for the repair or replacement of damaged property and/or the loss of permission to use the meeting/conference rooms.

15. Signs, decorations, or other objects are not to be taped or attached to walls, doors, or columns in any manner. No equipment or furniture is to be removed from the meeting rooms. Groups using the rooms are responsible for reimbursing the Library for any damage to library furniture or equipment.

16. Materials which may cause damage to the rooms are not permitted, such as, but not limited to: glue (or glue based products), paint, clay, dyes of any kind, confetti, glitter, etc.

17. Dye-based drinks are not permitted, such as, but not limited to, kool-aid, grape and cherry fruit juices, etc.

18. Library staff may enter the meeting room at any time during a scheduled meeting.

19. The Library is not responsible for damaged items.

20. The Library is not responsible for items left in its facilities. Storage space and porter services are not available.

21. Groups or organizations using the meeting rooms may not discriminate on the basis of race, color, national origin, sex, religion, age, or disabled status in the provision of services.

22. The name or address of the library is not to be used in handouts or advertising of any kind except as a source of location. No group may use the library as a mailing address. Groups may not use the library's phone number as a contact for program information.

23. Library staff will not accept calls for or relay messages to people attending meetings except in emergencies.

24. The Library Board reserves the right to amend any regulation without prior notice.

25. Excessive noise or disruption to the functions of the Library is not permitted. Music and noise must be kept to a reasonable level, and in accordance with the City's noise ordinance.

26. When a severe or inclement weather warning is issued, the Library staff will follow evacuation procedures. At which time, the renting party will be asked to comply with procedure.

27. If one-time events in the meeting rooms are canceled due to inclement weather, events will be rescheduled for another date or a full refund will be provided.

28. If any regularly scheduled meeting is canceled due to inclement weather, the group will be given an opportunity to reschedule its meeting or a credit will be applied to its next event's fees.

29. The following hours are available for meeting room usage:
    Sunday – Thursday: 9 a.m. to 9 pm.
    Friday –Saturday: 9 a.m. to 12 a.m.

30. Groups may not enter rooms early or remain later than the designated time previously set by the group's contact person at the time of application.

31. All Social Events require a payment of a $300 cash or money order deposit (the Security Deposit) at the time of reservation. Should the renter fail to follow any of the guidelines presented in this policy, the Deposit will be forfeited.

32. Any event serving alcohol will require an additional payment of a $300 cash or money order deposit (the Security Deposit) at the time of reservation. An Application for Permit to Serve Alcohol is required to serve or consume any beverage containing alcohol. Security in the form of a uniformed off-duty Vestavia Hills Police Officer is mandatory at the Renter's expense.

    Said deposit(s) will be refunded if the meeting room facility is found to be in satisfactory condition following the event. If the facility is found to be in unsatisfactory condition, the deposit will be forfeited in whole or in part. Unsatisfactory conditions include but are not limited to: stains, gum or burns on carpets, damaged walls or ceiling tiles, broken furniture, damaged and/or broken audio equipment and/ or appliances, etc.

33. The Library Director reserves the right to waive Library meeting room fees as circumstances warrant.

34. The Library may cancel use of the meeting rooms to any group that fails to comply with these rules and regulations.

**LIBRARY'S REGULAR SCHEDULE**

| **Library Days Open** | **Library Hours Open** |
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| Monday – Thursday | 9 am – 8 pm |
| Friday – Saturday | 9 am – 6 pm |
| Sunday | 1 pm – 5 pm |

Approved by the Library Board March 2015