



## **Meeting Room Policies**

### **Acceptable Use:**

The library provides meeting room space to encourage the exchange of ideas and promote civil discourse. Reservations are available on a first-come, first-served basis.

The contracting party's event must not promote or result in discrimination, contempt, or hatred towards any group or individual based on race, ethnic origin, religion, citizenship, color, ancestry, language, creed, age, sex, gender identity, sexual orientation, disability, political affiliation, receipt of public assistance, literacy level, or any other similar factor.

### **Program Promotion:**

Using a meeting room does not imply that the library endorses any group or event. All announcements, press releases, flyers, etc., relating to a meeting must clearly state that the meeting is not sponsored or endorsed by the MPL or its Board of Trustees and may not include the library's logo. The library should only be listed as the meeting location. No group or organization may list the library's address or telephone number as its own.

The library does not publicize meetings for outside groups or include notice of the meeting on the library's event calendar, social media sites, or newsletter. Unless otherwise directed, the library will provide the contact information supplied in your application. If you choose to provide alternative contact information for the public, please include that information in the comment/question section of the reservation request.

For additional meeting room information, don't hesitate to contact [milford.de.library@gmail.com](mailto:milford.de.library@gmail.com) or Sarah Yatuzis at (302) 422-8996.

### **Operational Guidelines & Restrictions:**

- Groups are responsible for setting up, rearranging, or removing furniture as needed, ensuring the room is left clean, with doors closed and lights turned off. Please clean counters and tables, remove trash, and vacuum if necessary. If staff are required to clean after your meeting, you will be invoiced \$25. The room must not be left unattended during your reservation.
- The reservationists are financially responsible for any damage, loss, theft, or misuse of library equipment or facilities.
- Alcoholic beverages are prohibited on library property except during library-sponsored or co-sponsored events, including those by the Friends of the Library. The sale of alcoholic beverages is strictly forbidden. Violating this rule will result in the group losing future reservation privileges. Additionally, the library only allows tobacco and drug-free meetings. Open flames and vaping are not permitted within the library premises.
- Food and drinks may be served. Organizers are solely responsible for preparation, delivery, and clean-up. Heating equipment, electrical appliances, stereos, or hot plates may not be used in the meeting rooms.



#### Indemnification:

The group, organization, agency, or individual reserving and/or using the Milford Public Library's meeting rooms shall hold harmless, defend, or indemnify the Milford Public Library and its employees and volunteers from and against any claims, losses, judgments, damages, bodily harm, illness, disease, death, destruction of property or other expenses incurred while utilizing the library's meeting rooms.

By reserving a library meeting room, you consent to the Milford Public Library's meeting room policies outlined in this document. This policy may be modified occasionally without notice and at the discretion of the Milford Public Library Director and Board of Trustees.

#### Technology and Other Equipment

All meeting rooms have an overhead projector, projection screen, HDMI cables, and a podium. WiFi is available throughout the building.

Laptops, DVD players, whiteboards, microphones, and other audio equipment are available upon request.

If parties are using their own laptops or other devices, they should ensure the device(s) are HDMI-compatible. When using the library's laptops, parties should ensure all files/materials are compatible with Windows Office.

#### Room Descriptions

Smith Room—seating capacity is 170. The room has dedicated entrance and exit doors and direct access to the library's covered portico, which is adjacent to the outdoor Johnson amphitheater.

Lions Room AB – seating capacity is 80. The room is equipped with a dedicated entrance/exit door.

Lions Room A – seating capacity is 40. Dedicated entrance/exit door.

Lions Room B – seating capacity is 40. Dedicated entrance/exit door.

Bailey Room – seating capacity is 15 in a boardroom configuration.

Fees for Businesses and Other For-Profit Organizations: The For-Profit designation applies to those enterprises with the primary goal of making money or selling services. In addition, entities charging attendance fees will be considered For-Profit

Smith Room - \$220 for the first four hours, \$50 for each additional hour

Lions AB - \$160 for the first four hours, \$35 for each additional hour

Lions Room A OR B - \$90 for the first four hours, \$20 for each additional hour



Bailey Room - \$75 for the first four hours, \$15 for each additional hour

Fees for Nonprofit Organizations: Organizations that do not operate with the purpose of making a profit, but instead exist to provide a benefit to the public, its members, or its beneficiaries. Proof of exemption or similar is required.

Smith Room - \$45 for the first four hours, \$50 for each additional hour

Lions AB - \$40 for the first four hours, \$35 for each additional hour

Lions Room A OR B - \$35 for the first four hours, \$20 for each additional hour

Bailey Room - \$25 for the first four hours, \$15 for each additional hour

Please note: Your reservation will not be finalized until you receive an email approval and invoice. Payment is due within two weeks of receiving the invoice. Similarly, if your reservation is made less than two weeks from the event, payment will be due within 48 hours. Your meeting will be canceled if we do not receive your payment within the timeframes above.

Additional Fees: If staff are required to clean after your meeting, you will be invoiced \$25. The room must not be left unattended during your reservation. The reservationists are financially responsible for any damage, loss, theft, or misuse of library equipment or facilities. Future use of the room, including upcoming scheduled meetings, will be denied until all fees are paid.

Cancellations and No-Shows: Meeting room fees will not be refunded if the cancellation is made less than one week in advance. In the case of no-shows, future room requests may be denied.

Inclement weather: If inclement weather or other unforeseen events require the library to close during a scheduled room rental, a credit will be granted for future meeting room use.