

# GENERAL GUIDELINES FOR USE OF MEETING ROOM FACILITIES HOMEWOOD PUBLIC LIBRARY

1. City Ordinance prohibits smoking in any public facility within the City limits of Homewood.
2. Alcoholic beverages may NOT be served during Library hours. Wines, champagnes and beers containing no more than 14% alcohol may be served at events held after the Library has closed.
3. Kitchen facilities include: microwave, refrigerator, oven, coffee pot, dishwasher, and ice maker. They are available for meetings booked in the Auditoriums. Some Conference Rooms include microwaves and coffee pots.
4. The Library does not provide users with coffee, condiments, paper cups/plates, napkins etc.
5. Only refreshments may be served in the Conference Rooms.
6. No food preparation, other than warming in microwave or oven, shall be allowed in the Auditoriums. However, covered dishes and catered meals shall be allowed.
7. No food or beverages may be served in the lobby or corridors outside Conference Rooms or Auditoriums.
8. Advance notice is required for the use of Library audio visual equipment. There may be a setup fee charged.
9. The Library does not provide porter services for groups meeting in the facility nor storage space for their property. The Library does not accept responsibility for materials that are lost or damaged.
10. Library staff will not accept calls or relay messages to people attending meetings except in emergencies.
11. Groups may not use the Library as their mailing address nor may they state or imply that the Library sponsors or endorses their meeting.
12. The Library will give the name and phone number of the person and group making the reservation to anyone inquiring about the meeting.
13. Admission charges and sales are permitted. However, any meeting generating revenue must be held in the Auditorium at the fee charge for commercial (for profit) meetings. Generating revenue includes proceeds from sales, admission or attendance charges or fees, or tuition. Also included are meetings where a sales presentation is made, regardless of whether goods or services are sold at the meeting. **Groups must obtain a sales tax license and comply with all applicable City and State laws.**
14. Children must be supervised at all times. The Library is not responsible for children left unattended in the Library while their parent or guardian is in a meeting at the Library.
15. 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.
16. Only service animals as defined by the American With Disabilities Act, may be brought into the library by the public.
17. When a tornado warning is issued, we will evacuate you to an appropriate shelter in the Library.
18. Permission to use the facility may be withheld from anyone who fails to comply with this Meeting Room Policy.
19. **Reservation Deposit will be refunded if cancellation notice is provided to the Library at least one week before the scheduled event. Any room rental fees paid in advance will be refunded if cancellation notice is provided to the Library at least 1 week before the scheduled meeting. Otherwise, all reservation deposits and room rental fees will be forfeited.**
20. The Homewood Public Library Board reserves the right to alter this policy without prior notice.

## Care and Use of the Facility

1. Groups using the Library are responsible for leaving the facility in good order with doors locked, lights turned out and windows shut. 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 rooms.
2. All small appliances (i.e., coffee pot) and equipment used should be turned off / unplugged.
3. All trash, including trash resulting from the serving of refreshments, must be placed in the receptacles provided.
4. By order of the City of Homewood Fire Marshal, attendance at meetings is limited to the capacity of the room. Seating and/or supplementary furniture is not allowed in corridors outside rooms.
5. Furniture and/or equipment from the main area of the Library or lobby may not be brought into the Auditorium.
6. **Nothing may be attached to the walls, furniture, doors or the ceiling tiles. Fire code prohibits any open flames, including such things as incense or CANDLES.**
7. The use of paints, dyes, markers, or other materials will be permitted; however, **the individual signing the application** will be charged for any repair cost for any permanent damage to Library furnishings caused by these materials.
8. Do not use confetti for decorations in any meeting room facility.
9. **DO NOT** use any sort of tacks, nails or screws **ANYPLACE** in any meeting room facility.
10. Use of any appliance, equipment or extension cord not provided by the Library is prohibited unless approved in advance.