Thank you for your interest in the public meeting rooms of the Auburn Public Library. Enclosed you will find an application form, meeting room information, and meeting room policy. Please read the policy carefully to determine whether your group and function meet the APL's meeting room criteria. As we receive many inquiries about the rooms, please send your application as soon as possible to ensure room availability. If you have any questions, please feel free to contact Sarah Harding at 333-6640 ext. 2024, or by email at sharding@auburnpubliclibrary.org.

AUBURN PUBLIC LIBRARY - MEETING ROOM APPLICATION

Organization_____

Organization
Address_____

     Is the organization a non-profit? ☐Yes   ☐No

Name of
Applicant_____

Daytime phone_____   Email_____

Meeting Room Requested:

    ☐**Androscoggin Community Room** (up to 100 people)
        Please indicate room set-up style:

          ___***Auditorium Style*** – Up to 100 chairs facing front
          ___***Café Style*** – Up to 10 tables with up to 6 chairs grouped around each (max 60)
          ___***Roundtable Style*** – 6 to 8 tables in rectangle w/chairs around outside (max 40)
          ___***Classroom Style*** – Tables in rows with chairs behind them, facing front (max 50)

    ☐**Conference Room** (up to 25 people)
        ___Set-up style: Roundtable

Number of people expected to attend: _____

Event date: _____

Event start and end time (used for directional signs in library):_____

Set-up time:_____

**PLEASE BE SURE TO NOTE SET UP TIMES ABOVE. ROOM RESERVATIONS WILL BE NOT BE AVAILABLE ANY EARLIER THAN THE TIMES LISTED HERE.

Purpose of the meeting:
_____

Is the meeting open to the public?   Yes_____   No_____

Equipment and any additional set up needed (see Meeting Room Information Sheet):

_____

I have read the enclosed Auburn Public Library Meeting Room Policy and agree that my organization will abide by these rules and regulations. I will be responsible to secure any applicable copy or performance rights. I further agree that my organization will be responsible for any damages to Library property or persons which may occur as a result of my organization's use. I certify that I am authorized to make these representations on behalf of my organization and will be responsible for any copyright and performance fees.

Signature_____ Date_____

Please return this completed form not less than 5 days before your planned use of the room.

MEETING ROOM INFORMATION SHEET

Androscoggin Community Room
Size: 48' x 30'
Seating capacity: 140
Equipment:
> Audio System
> ADA assistive listening devices
> LCD projector
> Portable VCR/DVD players and TV
> Overhead projector
> Slide projector
> Projector screen

Furniture:
> Folding tables – 14 (each 3' x 6')
> Stacking chairs – 140
> Podium

Amenities:
> Pantry facilities
> Restrooms

Conference Room
Size: 20' x 12'
Seating capacity: 25
Equipment:
> LCD projector
> Portable VCR/DVD players and TV
> Overhead projector
> Slide projector
> Projector screen

Furniture:
> Folding tables – 8
> Stacking chairs – 25
> Credenza
> Podium

Amenities:
> Restrooms

Library Hours

Sunday	Closed
Monday	9 a.m. – 8 p.m.
Tuesday	9 a.m. – 6 p.m.
Wednesday	9 a.m. – 6 p.m.
Thursday	9 a.m. – 8 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 5 p.m.

Summer Hours

Sunday	Closed
Monday	9 a.m. – 8 p.m.
Tuesday	9 a.m. – 6 p.m.
Wednesday	9 a.m. – 6 p.m.
Thursday	9 a.m. – 6 p.m.
Friday	9 a.m. – 6 p.m.
Saturday	9 a.m. – 1 p.m.

Internet Access is available in all meeting rooms as <u>wireless access only</u>. You must bring a wireless-capable computer with you if you are planning to use the Internet at your event.

MEETING ROOM FEE SCHEDULE AND SETUP STYLES

For-profit organizations

- Community Room

    o $50 for up to two hours, includes 1 of 4 standard setups, equipment requests, and use of pantry

    o $20 for each additional hour (or portion thereof)

    o $15 for opening before regular library hours

    o $30 additional charge for groups of more than 50

- Conference Room

    o $15 per hour (or portion thereof), standard furniture setup (roundtable format), equipment requests

    o $15 for opening before regular library hours

Non-profit organizations

- Community and Conference Room

    o Free for two hours, up to four times per year for free meetings open to the public; includes 1 of 4 standard setups, equipment requests, and use of pantry

    o After this discount has been applied, all other pricing applied would be the same as listed above for "for-profit" organizations

Setup Styles (Androscoggin Community Room only)

Auditorium Style – Up to 100 chairs facing front
Café Style – Up to 10 tables with up to 6 chairs grouped around each
Roundtable Style – 6 to 8 tables in rectangle shape with chairs around the outside
Classroom Style – Tables in rows with chairs behind them, facing front

PARKING AT THE AUBURN PUBLIC LIBRARY

We ask that meeting room participants use the parking lot diagonally across the street from the Library Avenue entrance, to allow access for our older and less able patrons. Parking close to the building is limited to 2 hours, and the police DO ticket! There is also covered parking behind Auburn Hall, which is down the hill on Court Street.

DIRECTIONS TO THE AUBURN PUBLIC LIBRARY

Maine Turnpike, exit 75 (Auburn exit)
Left at the end of the ramp, north towards Auburn (Routes 4/202)
About 4 miles, pass through 3 lights
Pass Denny's on the right, turn right onto Library Avenue
Turn left before the tracks into the Troy Street parking lot
Walk over the tracks, the Library will be on your right

CATERING

"The Library Café" is now open on the ground floor of our library, accessible from the Spring Street entrance or from the meeting rooms. They will be happy to discuss your catering needs, and will have regular hours for coffee, snacks, or meal breaks.
Please call 784-2300 for the café.

AUBURN PUBLIC LIBRARY MEETING ROOM POLICY

As a community gathering place, the Auburn Public Library makes meeting rooms available for people to come together to exchange ideas and information. This supports the Library's mission to provide opportunities for cultural experiences, self-directed learning, and access to information on a variety of topics.

The public's use of the Library's meeting rooms is protected by the First Amendment. Any meeting room open to the public is designated as a limited public forum for expressive activity. This requires that its use not be restricted on the basis of the content or viewpoint of the group's speech. ***Permission to use a Library meeting room does not constitute or imply the Library's co-sponsorship of the event, or its endorsement of any group's policies, beliefs, or programs.***

Definitions

The Library's meeting rooms are multi-purpose rooms designed for varied educational and cultural activities such as lectures, workshops, meetings, or performances. For the purpose of this policy, the library's multi-purpose rooms are referred to as *meeting rooms*, the group activities occurring in these rooms are referred to as *meetings*, and organizations using the Library's meeting rooms, regardless of their legal status or organizational structure, are referred to as *groups*.

General Regulations

It is important to read the entire policy for complete information on meeting room rules and regulations. Meeting room specifications can be found on the Meeting Room Information Sheet.

Regulations in the Meeting Room Policy are designed to make the Library's meeting facilities available to groups in the community on a fair and equitable basis.

Groups using the meeting facilities must observe the following regulations:

- Meetings must be free of charge, and not held with the intention of generating revenue. Closed meetings must pay full rental fee and comply with all other regulations.

- Organizations in whose name the reservation has been made shall be financially responsible for damages to walls, floor coverings, furnishings, equipment, and fixtures, including those in the pantry, and any other contents of the room.

- Use of space may not disturb the use of the Library by other patrons or disrupt Library operations.

- Attendance is limited to the capacity of the individual meeting rooms as set by local/state safety codes. Room exits may not be obstructed. Seating and/or supplementary furniture is not allowed in corridors outside the meeting room.

- Light food and beverages may be served, provided that all evidence is removed from the premises before leaving, the pantry is cleaned, and all trash is properly bagged and discarded in the Library's dumpster.

- Library staff is not responsible for the supervision of children while adults are attending a meeting, as per the Library's Young Child Safety Policy in the Operation Policies handbook.

- Unless arrangement for after-hours use of the meeting rooms have been made in advance, meeting rooms must be vacated thirty minutes before the Library's normal closing hour.

- If fees are assessed for use of the meeting rooms, payment and billing arrangements must be made at the time of reservation.

- Distribution of fliers related to the program may identify the Library as the meeting location, and provide the Library's address, but may not give out the Library's phone or fax number, email address, nor invite attendees to contact the Library for further information.

- The group, not the Library, is responsible for obtaining all rights regarding the copying, performance, display, or distribution of materials for the event.

Groups using the Library's meeting rooms may not:

- Collect or solicit fees or monetary donations for admission from attendees, unless the Library agrees in writing to be a co-sponsor. An organization may collect membership dues and/or meeting or class registration fees covering the related informational materials or outside speakers.

- Engage in direct profit, promote a product or service, or solicit sales, except in conjunction with a library program by agreement with the Library.

- Collect names of participants for future financial gain.

- Hold purely social functions (e.g. birthday parties) or fund-raising activities and functions, except in conjunction with a library program by agreement with the Library.

- Hold religious services or conduct personal political campaigns. However, meetings to discuss religion or politics are welcome.

- Smoke, use, or have in possession illegal substances or alcoholic beverages.

- Leave or store items in the Library before or after use of a meeting room.

Furniture and Equipment Set-up

Set-up and special arrangements are the responsibility of the user.

Rooms must be left as found when use is ended. If furniture is rearranged, it must be returned to the original arrangement.

Furniture and/or equipment from the main area of the Library may not be brought into meeting rooms. Personal furniture or equipment may be brought into the Library with approval and prior arrangement.

No tacks, nails, or adhesive tape may be placed in or on doors, walls, or furniture.

Use of meeting rooms must comply with local and state safety codes as specified by the City of Auburn's code enforcement officer.

Room equipment is self-serve. The Library is not responsible for equipment malfunction. For a list of available equipment, see the Meeting Room Information Sheet.

Scheduling Priorities

The Library reserves the right to cancel or rearrange room reservations if needed for Library purposes. In general, the Library allows groups to reserve meeting rooms on a first-come, first-served basis or, in cases of conflict, according to the following order of priority:

- Auburn Public Library
- City of Auburn
- L-A nonprofit educational, cultural, civic, or social groups
- L-A for-profit groups and businesses for classes, workshops, and meetings, excluding activities prohibited under the regulations above

Reservations

Reservations may be made up to three months, but no less than five days, in advance of the use of a room.

The group in whose name the reservation has been confirmed shall be the same group using the space for which the application is made.

Adults 18 years or older may reserve a meeting room. Individuals supervising a group's use of a meeting room must be at least 18 years old.

All groups using library meeting rooms shall complete, submit, and at the request of the library staff, update an application. By signing the application form, the group indicated that it has read the Meeting Room Policy and agrees to abide by the terms and conditions of this policy.

Room reservations are made through the Library Director or designee (currently the Administrative Assistant). No group may reserve or use a meeting room unless it complies in all respects with the provisions of this policy and submits a completed application and the indemnification agreement called for in the policy, and any insurance certificates requested are received and approved.

Any false, misleading, or incomplete statement on the application is grounds to deny use of meeting rooms by the applying group.

The Library reserves the right to reject a reservation request if the anticipated use is likely to be:

- Unreasonable disruptive to library users or operations
- Too large for the applicable meeting room capacity
- Disorderly
- Dangerous to persons or property, or
- In any other way inconsistent with or in conflict with any of the terms and conditions of this policy.

In determining whether such likelihood exists, the Library will take into consideration the content of the application form, the history of the group's meeting room use in the Library, the history of the group's use of meeting room facilities elsewhere, and any such other information that may be deemed appropriate.

The Library reserves the right to determine, in its reasonable discretion, whether any proposed use of a meeting room will require a police detail or other extraordinary police protection and, if so, the anticipated cost. In making this determination, the Library may take into consideration the factors listed above. The Library may consult with the Auburn Chief of Police or his/her designee to make this determination.

If the Library concludes that such police protection is reasonably necessary, the Library will notify the group that they will be responsible for reimbursing the police for their costs.

Failure to notify the Library of cancellations may result in forfeiture of future bookings.

Rental Fees

The Library's meeting rooms (the **Androscoggin Community Room,** the **Conference Room,** and the **Computer Lab**) are available for use by L-A area for-profit businesses or groups for a standard fee and, on a limited basis, by Auburn and Lewiston non-profit civic, social, cultural, educational, and governmental organizations at no charge (restrictions apply). Nonprofit groups wishing to hold more than four meetings per year may be charged the standard rental fee. Also, in cases where extra custodial services are required, the organization may be charged to cover the cost of the custodian's time.

Standard fees for use of the library meeting rooms are listed on the Library's Meeting Room Fee Schedule.

Except as noted above, any group may use a meeting room with advanced arrangement through the Library's administrative office. Groups using a meeting room must comply with all provisions of this policy.

Rental charges for meeting room use must be paid in advance of the event. Payment and billing arrangements must be made at the time of the reservation. The Library will invoice groups that wish to be billed.

Any group that fails to pay their bill within 45 days of being invoiced shall be denied meeting room privileges until its account is cleared.

In cases where the library will incur unusual costs attributable to a group's meeting, the Library may bill a group for the amount of those costs in addition to the standard rental fee. If police coverage for the event is deemed necessary by the Library, the Auburn Police Department will invoice the group directly for the cost of this coverage.

The Library reserves the right to require a security deposit for payment of damage repair and cleaning from any applicant, which must be paid in advance of the scheduled use of the room.

Insurance Requirements

All groups using any meeting room shall agree to hold the Library and the City of Auburn and all Library staff harmless from, and not hold them liable for, any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of the group's use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room and its contents or to any other part of the library building, grounds, or collection; the cost of employees' overtime, if required by the use of the meeting room; the cost of police protection if required by the Library; and any claim asserted by any third person against the Library, the City of Auburn, or any library staff or volunteer on account of any alleged injury causally related to the meeting together with defense costs including reasonable attorneys' fees.

The Library's signed application requesting authorization for meeting room use constitutes a release by the group and each and all of its members of any claim against the Library, the City of Auburn, and the Library staff and volunteers, for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room, except if injury or damage to property is directly and solely caused by the gross negligence or intentional misconduct of any person acting on behalf of the Library or the City of Auburn.

The Library reserves the right to require any applicant group to supply a Certificate of Insurance from an insurer licensed to do business in Maine, for an amount that the Library determines appropriate, but not exceeding $1 million. The Certificate of Insurance must name the Library as an additional insured, and cover damage to the library building, grounds, collection, and injury to persons if occasioned by the meeting. Such Certificate shall show evidence that the insurance it represents is not cancelable except on at least ten days' written notice to the Library. In the event of such cancellation, the meeting reservation shall be canceled unless the group substitutes a new insurance certificate meeting this policy's requirements.

Group Use of the Library Computer

The Library Computer Lab is available for use by outside groups under the terms and conditions defined under the Library's Meeting Room Policy, with the following exceptions:

- The Library Computer Lab is available for computer training only.

- No food or drink of any kind is allowed in the computer lab.

- The computer lab may be reserved by outside groups for use during Library hours only, and training sessions must end no later than one half hour before closing.

- The furniture and fixtures in the Library Computer Lab may not be rearranged.

- Applicants who will require any hardware, software, or configuration changes to the lab's equipment must consult with the Library about these changes before filing an application. The Library does not guarantee that requests for such changes can or will be accommodated.