

City of Lake Wales Public Library
Rules and Regulations for Group Use – Meeting Room

In accordance with the City of Lake Wales and the Lake Wales Public Library, all groups will adhere to the general rules and regulations regarding the Meeting Room.

Reservation of the Schoenoff Meeting Room and equipment

1. Reservation of the facility for meetings or other functions requires a Facilities Use Contract and coordination with the Library's Meeting Room representative at least 48hours in advance. Schedule in person or by phone at 863-678-4004 ext221.
2. Reservation of the facility by minors will not be permitted without an adult sponsor's (age 21 years or older) signature on the Facility Use contract. The adult address to provide adult supervision continually throughout the period covered by the reservation contract..
3. Reservation of audio-visual equipment will be made at least 24hours in advance of the scheduled meeting. Equipment available: slide projector, overhead projector, VCR/DVD player, television, and white board. The Schoenoff Meeting Room does not include a sound system or microphone. All equipment and materials not the property of Lake Wales Public Library must be removed at the end of each scheduled session. Storage is not available.
4. Use of the facility for the purpose of conducting worship services or religious ceremonies is not permitted.

Fees

All Fees will be paid in advance of the scheduled event, unless other arrangements are made with Library staff. The meeting room will be inspected before the meeting. If damage occurs, the group renting the facilities or the responsible party as reflected on the contract will be charged for repairs.

1. Non-profit organizations in possession of a valid proof of no-profit status will not be charged for the use of the Meeting Room, although all of the rules and regulation mentioned on the following page apply.
2. For profit organizations and businesses will be charged \$60.00 for the first hour and an additional \$18 for every hour to follow plus applicable State of Florida Sales Tax. All rules and regulations mentioned on the following page do apply. First hour begins when the group takes occupancy; subsequent fees charged are based on a full hour.
3. Library sponsored programs will not be charged, but all rules and regulations still apply.
4. Lost Key Charge is \$5.75.

Rules and Regulations

1. No food or smoking is permitted in the meeting room. Any damage including stains, spills, etc. resulting from the service of food will be the responsibility of the lessee.
2. The Library's South parking lot is available for individuals using the meeting room. Entry in the main library via the meeting room after library hours is prohibited.
3. The City of Lake Wales and the Lake Wales Public Library assumes no responsibility for the loss of or damage to personal property used or left in the library's meeting room by person's renting or using the meeting room. Personal property should be removed after the conclusion of meeting room use. The sponsor of the scheduled event is solely responsible for any accidents, injuries, or damaged property resulting from the use of the meeting room.
4. Any groups or organizations using the Schoenoff Meeting Room are responsible for setting up the room according to their needs. The Library staff is not responsible for set-up.
 - a. The room should be completely cleared of tables and chairs at the end of each meeting. Chairs must be stacked in the closed at the front of the meeting room, not along the wall.
 - b. Tables must be folded and returned to the stacking cart.
 - c. All lights should be turned out in the restrooms, outer foyer, and meeting room.
 - d. All doors must be locked securely.
 - e. **If all steps are not followed, the group using the meeting room, whether they are a non-profit or an organization renting the room, will be charged \$58.75 clean-up fee.**
5. The meeting room key must be picked up prior to the event and returned no later than 24 hours after the scheduled event. The key may be left in the locked meeting room if directed by the Meeting Room Coordinator. A \$5.75 lost key fee will be charged if the key is not returned within the designated time. If the loss of the Library's meeting room key results in the a locksmith charge the group using the room will be responsible for this charge.
6. The party reserving the Library's Schoenoff Meeting Room will receive a copy of the rules and regulations and a copy of the Facility Use Contract.