
Meeting Room and Grounds Use Policy

Reference: Adopted by the Library Board (Original date unknown)
Revised and adopted by the Library Board, July 28, 2009; May 27, 2014; August 25, 2020; August 31, 2021; February 27, 2024; November 19, 2024

The meeting rooms and grounds of the Cloquet Public Library shall be available for community use under the conditions prescribed or permitted by law and in accordance with policies adopted by the Library Board. The meeting rooms and grounds shall not be available for the financial benefit of private individuals or organizations. Only non-profit groups may collect dues, fees, or event charges from attendees.

Library-related organizations or functions will be given priority for room use.

All requests to use the meeting rooms, meeting room equipment, or grounds shall be made via phone, email, online reservation software, or in person. Applications for meeting room use are not confirmed until approved by library staff. Applicants will be notified of approval for use within three business days of making a request.

The Library Board and/or Library Director reserves the right to:

- Cancel any use of the meeting room by giving two weeks' advance notice, or in case of inclement weather causing closure of the library, or in an emergency
- Limit the frequency that any one group may use the meeting rooms
- Limit reservations of rooms to no more than ten (10) weeks in advance
- Revoke future use of rooms if policies are not followed

Use of the library meeting rooms does not constitute library endorsement of the philosophies, practices or viewpoints of the meeting participants.

Smoking, including electronic cigarettes, is not permitted anywhere in the building or on the library grounds.

All renters must follow state and local guidelines in regards to health and safety measures.

This policy is subject to change under the direction of the Library Board.

Fees

No fee will be charged to departments of the City of Cloquet or events of an educational nature that are open to the public.

The following fee schedule shall apply for non-library functions:

Non-Profit - \$25.00/hour

For Profit - \$50.00/hour

For COVID capacity, divide the number by 1/3.

Northwoods Meeting Room A:

Room Capacity: 125 people

Available Equipment: 2 Large Screen (75-inch) TVs, WiFi, HDMI, and VGA-compatible; sound bar; large whiteboard.

Northwoods Meeting Room B:

Room Capacity: 21 people

Available Equipment: Large Screen (75-inch) TV, WiFi, HDMI, and VGA-compatible; sound bar.

Northwoods Meeting Room C:

Room Capacity: 21 people

Available Equipment: Large Screen (75-inch) TV, WiFi, HDMI, and VGA-compatible; sound bar.

Northwoods Meeting Room A-B or A-C:

Room Capacity: 146 people

Available Equipment: 3 Large Screen (75-inch) TVs, WiFi, HDMI, and VGA-compatible; sound bar; large whiteboard.

Northwoods Meeting Room B-C:

Room Capacity: 42 people

Available Equipment: 2 Large Screen (75-inch) TVs, WiFi, HDMI, and VGA-compatible; sound bar.

Northwoods Meeting Room A, B, C:

Room Capacity: 167 people

Available Equipment: 4 Large Screen (75-inch) TVs, WiFi, HDMI, and VGA-compatible; sound bar; large whiteboard.

Kitchen: Hand sink, dish sink, dishwasher, freezer, refrigerator, 4 hot plates, 3 convection ovens, 2 induction cooktops, service ware for 80

Conference Room:

Room Capacity: 18 people

Available Equipment: Large Screen (55-inch) TV, WiFi, HDMI and VGA-compatible; sound bar; sink; coffee maker upon request.

Northwoods A, B, C & Conference:

Capacity: 194 people

Northwoods A, B, C, Conference & Kitchen:

Capacity 194 people

Teen Room

May be reserved when school is in session and room is not in use for computer classes and presentations. The room must be reserved 24 hours in advance with maximum number of 12 people.

Extras:

Laptop

Mobile white board

Sound equipment

Podium

Stage

Projector w/screen advance

Renter Responsibilities Agreement

The person who signs this rental agreement for use of a library meeting room is responsible for ensuring that the group adheres to the Code of Conduct and Meeting Rooms and Grounds Use policies and procedures.

- When groups using the library or its meeting rooms involve children school age or younger, an adult supervisor must be present at all times.
- Groups or individuals who are using library facilities outside of regular library business hours must sign out a key card prior to room use. This must be done during regular open hours. Library staff will not open the building outside of regular library business hours.
- The number attending a meeting may not exceed the established capacity of the room.
- Renters may use only the room(s) they have reserved.

Payment and Cancellation

This signed agreement and the room or rooms must be paid for no later than one (1) week before the reservation.

Cancellation of a meeting room reservation must be made at least **48** hours prior to the scheduled use, or the group will be charged for use of the room. Exceptions may be made in the case of emergency weather situations with the approval of the Library Director.

No refunds will be given.

Setup and Takedown

Library staff will not be responsible for setting up rooms for non-library events.

All groups are expected to clean up the facilities and to return them to the state in which they were found:

- Return tables and chairs to their original locations
- Remove any and all garbage
- Clean (wipe off) counters and table tops
- Vacuum carpet and remove any spots
- Remove any materials which were brought in (including pamphlets, posters, books, etc.)
- Turn off all equipment
- Return key card to library within one week of event

If custodial services are necessary after use, charges will be assessed to the renter.

The renter agrees to restore any damaged items to their original condition, and replace severely damaged or lost items. Purchases or repairs will be arranged by the library staff, and the cost will be billed to the renter.

Groups who have received permission to use library facilities outside of regular library business hours will be responsible for any and all damage which has occurred anywhere in the building while they occupied any part of the building.

The emergency exit door on the north side of the large meeting room leading into the library must remain closed at all times, except in an emergency. The rental group will be responsible for any charges incurred from setting off the alarm.

Use of library equipment is not permitted unless it is detailed on the rental request form and is approved by the Library Director or their designee. Renter(s) agree to restore or replace any damaged or lost item. Purchase or repairs will be arranged by the library staff and the cost will be billed to the renter.

- Open flames, including candles, are prohibited. Smoke-producing activities are prohibited.
- Exits must be kept clear at all times.
- Smoking or vaping is not permitted in the library or on the library grounds.
- Serving of alcoholic beverages is prohibited.
- Events must be concluded and cleaned up by reservation end time.

The renting organization/individual agrees to hold the Cloquet Public Library and the City of Cloquet harmless from any and all claims for damages from any source whatsoever, arising directly or indirectly out of the use of Library facilities, and agrees to indemnify and hold harmless the Cloquet Public Library and the City of Cloquet, and defend the Cloquet Public Library and the City of Cloquet from all suits, claims, or allegations arising as a direct or indirect result of the agreement between the Cloquet Public Library and said organization/individual and agrees to pay all costs of all legal fees in defense of the Cloquet Public Library and the City of Cloquet, all judgments, settlements or claims of any kind whatsoever.

Visa and Mastercard Only

Number: _____ Expiration Date: _____
CVV: _____

*This form will be destroyed after the reservation has concluded or at the end of the calendar year for recurring reservations.

I have read and understood this agreement and agree to abide by all requirements. I agree to have my credit or debit card charged for any damages to library property or any cost of cleaning services resulting from use of the room.

Signature _____

Printed Name _____ Date: _____

Reservation Date and Time: _____ Room: _____