

## **Meeting Rooms Use Policy**

The Markham Public Library invites community groups serving Markham and its residents, whose interests are cultural, educational, or civic, to meet in the meeting rooms. The rooms are also used for library sponsored meetings and programs and as such the library retains the right to refuse room usage at any time in deference to a library program or event.

### **I. REFUNDABLE DEPOSIT + NONREFUNDABLE FEE REQUIRED**

There will be a \$75.00 refundable deposit to cover the cost of insurance and a \$75.00 nonrefundable fee to cover the cost of security, maintenance, and setup for each event for a total of \$150.00 to be presented with the completed application. The \$75.00 refundable deposit will be returned to the user within 5 business days if no damage to the rooms, equipment, furniture, or appliances has occurred. (Note: The receipt of a deposit fee in no way, excludes the user, [or insurer] from paying the total cost of any damages that may occur, over and above the amount of the deposit.)

### **II. HOURS**

Meetings may be scheduled during the hours that the library is open for general use. Meetings must end 15 minutes prior to the library's closing time. Meetings should be scheduled for no longer than 4 hours per day.

### **III. GENERAL REGULATIONS**

1. All meetings must be open to the public.
2. No admission may be charged. A charge may be made to cover the cost of supplies that the attendees will use.
3. Meeting rooms may not be used for any political purposes.
4. Meeting rooms may not be used by any religious group with the purpose of conducting religious services.
5. Youth groups may use the rooms but must be supervised at all times by someone who is at least 21 years of age.
6. No Smoking is allowed in the library.
7. No Alcoholic beverages are allowed in the library.
8. The user must agree to reimburse the library of any and all damages that may occur as a result of building usage.

### **IV. FACILITIES**

1. Permission to use the kitchen facilities shall be requested in advance when reserving the room. The kitchen may be used to prepare light refreshments or light luncheons such as sandwiches or salads.
2. There is to be no cooking or elaborate food preparation.
3. Groups will provide their own equipment such as serving utensils, coffee pots, silverware, dishes, cups, tablecloths, extension cords, soap, dish clothes and towels.
4. Groups are required to wash and clean any items and areas used, including table tops and counter tops.
5. Groups should leave the rooms in the condition in which it was found. All refuse and debris must be placed in the disposal container provided.
6. The walls of the rooms are not to be used for decorating purposes.
7. Use of any of the library's audiovisual equipment must be requested in advance.