

MARTIN COUNTY LIBRARY SYSTEM

TO: ALL LIBRARY STAFF

FROM: JENNIFER SALAS
LIBRARY DIRECTOR

PREPARED BY: NICOLE LEBEAU
LIBRARY FACILITIES PLANNER

SUBJECT: MEETING ROOMS

EFFECTIVE DATE

05/16/2002

Revised 10/01/2007 (Meeting Room Rental Fee Schedule)

Revised 01/15/2008

Revised 10/15/2008

Revised 05/20/2009

Revised 10/19/2009 (changes to regulations only)

Revised 05/15/2015

Revised 09/21/2016 (changes to guidelines only)

Revised 06/25/2018 (changes to guidelines only)

Revised 05/27/2021 (changes to guidelines only)

PURPOSE:

To establish guidelines for the use of meeting rooms in library facilities

AUTHORITY:

Library Board of Trustees
County Administrator
Board of County Commissioners

POLICY:

The meeting rooms of the Martin County Library System are for Library sponsored or co-sponsored programs and as such will be given preference for their use. When meeting rooms are not being used by the Library, they will be available to the public for activities of civic, cultural, educational, social or business nature and the discussion of current issues. Granting permission to use the Library rooms does not imply Library endorsement of the aims, policies, or activities of any group using the room. Groups using Library meeting rooms must not use publicity to imply that their programs are sponsored, co-sponsored or approved by the Library unless written permission to do so has been previously granted. The supplemental use of the meeting rooms is available for profit, non-profit organizations, and private individuals for a rental fee. Only Martin County Board of County Commissioners departments, intergovernmental agencies, Library collaborations, and Library sponsored events will be exempt from rental fees and start time.

RELATED DOCUMENTS:

Meeting Room Application Packet (Guidelines, Costs, and Regulations)

APPROVED BY: _____
Jennifer Salas, Library Director

DATE: _____

APPROVED BY: _____
Library Board of Trustees

DATE: _____

Martin County Library System Meeting Room Guidelines

The bookings for meeting rooms are on a first-come, first-served basis. Applicants are responsible for all room setup, equipment operation, and reset. The meeting room may be reserved any time within a 12-month period. A new application must be completed each calendar year. Renewals will be at the discretion of Library Administration and are not automatic.

Meeting Room Application Process:

- Contact us to check on availability of rooms

Library Administrative Specialist
c/o Blake Library
2351 SE Monterey Road
Stuart, FL 34996
Phone: 772 219-4965
Email: meetingrooms@martin.fl.us

Availability:

- Upon confirmation of room availability, the Library Administrative Specialist will send application to requester.
- Applications must be completed and returned before a room will be considered held. Within 3 business days, the applicant will be notified of possible availability. Applicant will receive invoice for confirmed room reservation. Payment for room reservations must be received at least 10 business days in advance of the scheduled meeting.
- Payment accepted for invoiced amounts only.
- Reservations are not confirmed until necessary forms and payment are received.

Please make checks payable to: **Martin County Library System** and mail to:

Meeting Rooms
c/o Blake Library
2351 SE Monterey Road
Stuart, FL 34996

- Payments may be made by credit card online. For more information, contact Library Administrative Specialist above.
- Library Administrative Specialist will issue confirmation of payment

Cancellations:

- Failure to meet payment deadline will be considered a cancellation of reservation.
- Prompt notification to Library for cancellation is required. Fees are refundable provided the Library has been given notice at least 3 business days prior to the cancellation.

Any group requesting use of any Library meeting room must read, understand and agree to by initialing the REGULATIONS FOR MEETING ROOM USE, before signing the application. ***The completion and submittal of application and regulations is an acceptance of Library room Policy and Procedure. Groups or individuals unable to fulfill their responsibilities risk a revocation of their room use privileges.***

This document may be reproduced upon request in an alternative format by contacting the County ADA Coordinator (772) 320-3131, the County Administration Office (772) 288-5400, Florida Relay 711, or by completing our accessibility feedback form at www.martin.fl.us/accessibility-feedback

Meeting Room Details

For all reservations and information please call 772-219-4965 or email meetingrooms@martin.fl.us

Blake Library, Stuart

John F. and Rita M. Armstrong Wing
Auditorium cap. 250
Trustees Conference Room cap. 18

Hobe Sound Public Library

Community room cap. 150

Peter and Julie Cummings Library, Palm City

Donahue Community room cap. 183
DiTerlizzi Conference room cap. 20

Hoke Library, Jensen Beach

Community room cap. 96

Elisabeth Lahti Library, Indiantown

Lahti Community room cap. 123
Chason Conference room cap. 15

Robert Morgade Library, Stuart/Port Salerno

Anderson Community room cap. 147
Conference room cap. 25

RENTAL FEES

For Profit

Non-profit

Auditorium	\$100/hr	\$50/hr
Community room	\$50/hr	\$25/hr
Conference room	\$20/hr	\$10/hr

COST RECOVERY FEES

Fees for serving food/drink in meeting rooms (excludes bottled water).

Room	Catered	Self Served
Auditorium	\$100	\$50
Community/conference room	\$50	\$25

Prices do not include sales tax. Non-profits with a tax exemption must provide the Library with a copy of their **Florida Consumer's Certificate of Exemption**. A 501(c)3 will not suffice for this purpose.

Study rooms are first come, first served when not in use by the Library. Please [contact the Branch Library](#) regarding study room use.

Payment accepted for invoiced amount only. We cannot accept partial payment or payment without tax when tax is due.

Please make checks payable to: **Martin County Library System**

Blake Library
2351 SE Monterey Road
Stuart, FL 34996
ATTN: Meeting Rooms

Payments may be made by Visa/Master Card online. Please contact the Library Administrative Specialist for more information.

MEETING ROOM EQUIPMENT

The following equipment may be provided at no charge and is subject to availability. Groups are responsible for their own setup and break down. Library staff is not available to help.

Tables, Chairs, Screen, Lectern, Microphone, Easel, TV/DVD

Regulations for Meeting Room Use

MUST BE INITIALED AND RETURNED WITH COMPLETED APPLICATION

(All Library facilities are smoke-free, drug-free environments)

1. _____ The Library staff will not set up for meetings. Organizations or individuals using the facilities are responsible for setting up the rooms according to their own needs. Billable time must be scheduled for room setup. Groups will not be permitted access to the rooms prior to their reservation start time. It is the responsibility of the organization or group using the room to restore the furniture and the room to the order in which it was found. The group or individual that signed for the room is liable for costs for repair of any damage to facilities or equipment occurring during their period of responsibility. The use of ink, marker, tape, tacks, pins, or other fastening devices on the walls, drapes, curtains, valance, platform, furniture, or room divider is prohibited.
2. _____ Audio Visual equipment must be requested at the time of application subject to availability. Last minute requests will not be honored. Groups are responsible for the setup and operation of equipment. Staff is not available to assist with meeting room equipment. If a problem with the room or equipment is discovered, it must be brought to the attention of Library staff immediately and noted in writing. A designated representative must be responsible for operation of Library equipment. Training may be scheduled in advance.
3. _____ Notices, press releases, posters, fliers, or other materials promoting or announcing events to be held in Library meeting rooms shall not be distributed without the advance written approval of Library Administration. Please fax to 772-463-2835 or e-mail to meetingrooms@martin.fl.us. All publications in print or digital (including Social Media) must contain the following disclaimer: **"Use of the Library meeting rooms does not imply Library endorsement of the aims, policies, or activities of any group using the room."** Reservations for the John F. and Rita M. Armstrong Wing must state **"John F. and Rita M. Armstrong Wing"** in all publications. Failure to comply with this regulation will result in immediate revocation of meeting/conference room privileges. The Library promotes only those programs it sponsors or co-sponsors.
4. _____ Disruption of Library operations will not be tolerated. Attendees are subject to all Library rules and regulations as defined in the Patron Responsibilities pamphlet.
5. _____ Reservations may be scheduled during open hours only. Meetings must end at least 15 minutes prior to the Library closing. This action will allow sufficient time for your organization to put the room back in order before you leave.
6. _____ The Library is not responsible for non-Library owned materials, equipment, or personal belongings left in the building or room.
7. _____ In order to comply with Martin County policy, accidents involving persons, equipment and/or facilities must be reported immediately to a member of the Library staff.
8. _____ Youth organizations using meeting rooms must have one or more responsible adults (21 or over) present at all times.
9. _____ Food service is allowed in Library meeting rooms for a cleanup fee. Food or drink may not be left in the refrigerator. Organizations are required to provide their own utensils, coffee pot, etc. Alcoholic beverages are not permitted.
10. _____ Groups holding reservations should notify the Library immediately if any cancellation or change of plans is necessary. Organizations who fail to show up for their scheduled meeting will forfeit their room rental fees.
 - Failure to meet payment deadline will be considered a cancellation of reservation.
 - Payments accepted for invoiced amounts only.
 - Prompt notification to Library for cancellation is required. Fees are refundable provided the Library has been given notice at least 3 business days prior to the meeting cancellation.
11. _____ Exceptions to these policies and procedures will be referred to the Library Director / Library Board of Trustees.
12. _____ Event start time must be 30 minutes after the Library opens.
13. _____ The public presentation of copyright protected media such as films, television shows etc. requires a Public Performance Rights License.

Meeting Room Application

Use of these meeting rooms is subject to the **REGULATIONS FOR MEETING ROOM USE** attached to this application. Please read them carefully. **Please call (772) 219-4965 in advance to check for room availability or visit our online calendar at <http://martin.evanced.info>.** This application must be filled out completely and returned within three (3) days of making your request. Applications and the initialed meeting room regulation page can be faxed to **(772) 463-2835** or dropped off at any branch library.

Name of Organization: _____ Today's Date: _____

☐ Government Agency ☐ For Profit ☐ Non-Profit ☐ Non-Profit Tax Exempt **Must provide Tax Exempt Certificate**

Title of Event: _____

Person applying for use: _____ Phone: _____

Position in group: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

President of Group: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

E-mail Address: _____

Activity: _____ Expected attendance: _____

Subject of activity: _____ Public contact phone number: _____

All advertisements, press releases and public service announcements **must** be submitted for approval before distribution. **Please fax to 772-463-2835 or email to meetingrooms@martin.fl.us**

Please check the month(s) and enter the date(s) requested below. If recurring, enter specific instructions (i.e. third Monday) once below checked months.

☐ Jan ☐ Feb ☐ Mar ☐ Apr ☐ May ☐ Jun ☐ Jul ☐ Aug ☐ Sep ☐ Oct ☐ Nov ☐ Dec

Reservation Time (total billable time; set up and clean up times are billable): _____ am/pm _____ am/pm

Event Time (actual time your meeting/event is conducted): _____ am/pm _____ am/pm

Please check the room and equipment requested.

Library Location

Blake Library, Stuart

☐ Auditorium ☐ Conference Room

Elisabeth Lahti Library, Indiantown

☐ Community Room ☐ Conference Room

Hobe Sound Public Library

☐ Community Room

Hoke Library, Jensen Beach

☐ Community Room

Peter & Julie Cummings Library, Palm City

☐ Community Room ☐ Conference Room

Robert Morgade Library, Stuart

☐ Community Room ☐ Conference Room

Equipment Use Request

You must read and abide by **Guidelines for Meeting Room Use**

- ☐ Microphone
- ☐ Easel
- ☐ TV/DVD
- ☐ Lectern
- ☐ Screen
- ☐ Food/Drink
- ☐ Theatrical Lighting Presets
(Available at Blake without customization)

I have read and understood the Martin County Library System's **POLICY AND PROCEDURES FOR MEETING ROOM USE**. My signature indicates acceptance of responsibility for compliance.

Signature: _____ Date: _____