

**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 48 hours in advance. Schedule in person or by phone at 863-678-4004, ext. 221.
2. Reservation of the facility by minors will not be permitted without an adult sponsor's signature on the Facility Use contract, (adult must have proof of age 21 or older). This adult agrees to provide supervision continually throughout the period covered by the reservation contract.
3. Reservation of audio-visual equipment will be made at least 24 hours in advance of the scheduled meeting. Equipment available: DVD Player, television, micro-computer, portable projection system, laptop computer, lapel microphone and amplifier and white board. All equipment and materials not the property of the 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 non-profit status = No charge, all rules and regulations listed below apply.
2. For profit organizations and businesses = \$76.70 charged for first hour, \$22.85 charged for every hour following first hour, plus applicable State of Florida Sales Tax. All rules and regulations listed below apply. First hour begins when group takes occupancy, subsequent fees charged based on full hour.
3. Library sponsored programs = no charge, all rules and regulations apply.
4. Lost key charge = \$7.25
5. Charge for damages or room not cleaned = \$76.70

Rules and Regulations

1. No food, alcohol, 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 into the main library via the meeting room stairs 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 persons 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 and breaking down the room according to their needs. The library staff is not responsible for the set up or break down of the room.
 - a. The room should be completely cleared of tables and chairs at the end of each meeting. Unless previously arranged with library staff. Chairs must be stacked in the closet at the front of the meeting room, not along the wall.
 - b. Tables must be folded and returned to the closet.
 - 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 room, whether they are a non-profit or an organization renting the room, a \$76.70 clean-up fee will be charged.**
5. The meeting room key, if required, 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 \$7.25 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 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 signed Facility Use Contract.