

LIBRARY MEETING ROOM GUIDELINES & COSTS

Who may use Meeting Rooms

- Library meeting rooms are available to any groups for educational, cultural, civic, and recreational purposes subject to the Library Board meeting room policy and the regulations outlined below. Individuals may also use some meeting rooms for occasional use. The Carver County Library System does not advocate or endorse the viewpoints of meetings or meeting room users.
- Non-profit groups may use meeting rooms without payment of fees during library hours. They must allow the public access to their meetings and may not charge admission fees. If they charge a registration fee, the non-profit group will be charged a rental fee as specified in the Meeting Room Policy.
- Governmental agencies or officials may close the meeting rooms to the public as the law may permit.
- For-profit groups or enterprises may use the meeting rooms with payment of fees but may not sell or dispense a product / service. They may not distribute advertising outside the meeting room. They may exclude the public from the meeting rooms.

Scheduling Meetings:

- All meetings may be scheduled up to four months in advance with no more than four meetings on the library schedule concurrently. Governmental agencies or the library, may schedule meetings on a permanent basis and as far in advance as is necessary.
- Meeting rooms are available on a first come, first served basis. No group has an automatic right to a certain date on a regular basis.
- The library reserves the right to ask any group to change the time or date of its meeting if the meeting room is needed for Library purposes.
- Meeting rooms are available during library hours.
- One half hour will be scheduled between any two meetings in the same room.
- Reservations for the meeting rooms will be made according to the size and needs of the group making the reservation within the size restrictions of the meeting rooms.
- No elaborate cooking allowed. Coffee or other non-alcoholic beverages and simple bars, cookies, or other foods may be served.
- All activities must be supervised on premises by at least one adult. The person completing the meeting room application is ultimately responsible.
- Meeting room users are responsible to set up the room before use and return the room to the seating plan posted in each room within the time booked. All meeting rooms must be left in a clean condition. If the condition is unacceptable to Library Staff, the group will be billed for cleaning and damages and/or may lose future usage of the rooms.
- The library and its staff and representatives are not responsible for any loss or damage suffered by meeting room users or their guests.
- The library's "Public Conduct in the Library" policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the library.
- Individuals attending meetings with children are responsible for the supervision of those children.

- The library shall not be identified as the meeting room user’s address or office. The library will not receive mail on behalf of the user or keep any materials, equipment, or personal property of the user.

Cancellations

- Cancellation of events must be made at least 48 hours in advance. In this way, others may be able to use the space and assigned staff can plan other activities.

Booking Forfeit

- Reservations will be forfeited after 30 minutes if the users fail to appear.

Policy for Study Rooms

- Individual study rooms can accommodate 2-3 people. These rooms are available on a first come, first served basis. The library reserves the right to limit usage that violates the purposes of the library’s policies.
- Room use will be forfeited if not occupied for 30 minutes

In Case of Fire

Lighted Fire Exit signs are at each emergency exit.

Exceptions to these guidelines will be at the discretion of the library director or their designee.

Chanhassen Library Meeting Rooms

Room Name	Occupancy Rate	Rental Fees	
		Commercial	Non-Profit**
Wilder	Min 10-Max 100	\$25/hr	0
Lewis	Max 12	\$15/hr	0
Longfellow	Max 20	\$15/hr	0
Lovelace	Max 6	\$10/hr	0

**Non-profit groups as defined by the IRS

A microphone/PA system and a screen are available upon request for use in the Chanhassen Library Thornton Wilder meeting room at no additional cost to organizations. Otherwise, no other library equipment is available unless arranged with the library in advance.

Contact the Chanhassen Library at 952-303-0401 or 952-303-0416 with any questions about their meeting room.