

The Marion County Public Library System (Library) maintains meeting rooms in several library facilities. The meeting rooms are designed primarily to meet the operational needs of the Library. When meeting rooms are not being used by the library or library-related organizations, they will be available to other eligible groups, regardless of the beliefs or affiliation of those requesting their use.

Eligibility

Library meeting rooms are available, free of charge, for lawful use by non-profit educational, cultural, civic, charitable, political, religious, or professional organizations. A non-profit group is defined here as any group or organization formed for the purposes of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors.

For-profit interests may lawfully use meeting rooms for a fee. (See Meeting Room Fee Schedule) A for-profit interest is defined as any group or organization formed for the purpose of creating a profit.

Permission to use a meeting room does not constitute endorsement of the organization using the room, the subject matter of the meeting, or endorsement by the Library or County of viewpoints expressed by participants in programs. Advertisement or announcement implying such Library or County endorsement is not permitted.

Library meeting rooms are not available:

1. For personal use such as birthday or anniversary parties, weddings, funerals, or other private events,
2. For gambling activities, including, but not limited to, bingo, raffles and games of chance for monetary prizes or other things of value,
3. As a headquarters for any organization,
4. For use as the sole or primary location to conduct regular business operations, or
5. When the proposed use of the room(s) will result in the disruption of Library services, endangerment of public safety, civil disorder, or public unrest.

The contact person who books the meeting room for the group must be a Marion County Public Library adult card holder in good standing (defined as a zero balance on their library account).

Availability

Meeting rooms are available during regular library operating hours. Upon notice, the Library may pre-empt the scheduled use of a meeting room if it is needed for early voting or for use by the Library or the Friends of the Library.

The Library may impose time, place, manner or quantity restrictions on the use of the meeting rooms and event spaces to ensure that all patrons may use the Library to the maximum extent possible, and maintain the library environment.

Use and scheduling of the meeting rooms are subject to the following priority:

1. Early voting.
2. Programs or meetings sponsored by the Marion County Public Library System or the respective Friends of the Library organizations,
3. Programs or meetings sponsored by official governmental boards, committees and agencies,
4. Programs or meetings sponsored by local educational institutions,
5. Programs or meetings sponsored by local non-profit organizations,
6. Programs or meetings sponsored by local for-profit interests.

Library meeting rooms may be used for regular, consecutive meetings to the extent that such use does not prohibit general availability to the public.

Juvenile or young adult groups may use the rooms with adequate adult supervision. An adult must sponsor and supervise a juvenile or youth group and must be in attendance for the entire time the room is in use. Adults may not leave children or young adults unsupervised at any time.

Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, is disruptive to library services or violates library policy.

Other Marion County Public Library facilities and grounds may be made available for public use at the discretion of the Library Director.

Services

Basic meeting room use includes the use of the meeting room with tables and chairs (subject to availability) in a standard configuration, according to the Meeting Room Fee Schedule.

Additional services available to or requested by the applicant may require additional fees. Fees are payable in advance. These fees include but are not limited to:

1. Room set-up, if different than the standard configuration.
2. Room take-down to restore standard configuration.

Meeting Room Policy

3. Serving food and/or beverages of any kind. This service requires a refreshment fee which includes a damage deposit. If there is no damage or non-routine custodial care required (as determined by library staff), a portion of the damage deposit fee will be refunded.
4. Use of kitchen facilities and/or kitchen equipment, where available.
5. Use of special library equipment. Availability of equipment may vary by library location. Not all equipment is available at all locations. Special equipment must be reserved in advance and training from a Library staff member must be received if user group intends to use and operate Library equipment.
6. Technical assistance in the use of library equipment. Some equipment will require operation and/or supervision by a library staff member to ensure proper use, maintenance and longevity of specialized equipment.

The Library is not responsible for any equipment malfunction or operator error, which might cause damage to computer software or other audiovisual material. The library is not responsible for any malfunction or operator error, which might result in the loss of information or data in any media format. In addition, the library is not liable for technical failures or operator errors, which might inhibit the quality, delay or otherwise cause ineffective presentations and/or room use.

Reservations

A meeting room request form must be completed, submitted and approved to reserve a meeting room.

Groups may reserve dates up to six months in advance. Groups may request consecutive meetings for up to six months on a single meeting room request form. However, the Library will not guarantee the same meeting room for each meeting when there are multiple rooms available in a facility.

If a group has requested additional services for which payment must be made, full payment must be made at least 14 calendar days prior to the reserved date and time.

Groups using the library meeting room agree to indemnify and hold harmless Marion County and the Marion County Public Library, its agents and its representatives from any and all suits, actions, claims, or demands of any character or nature arising out of, or brought on by, any injuries or damages sustained by any person as a consequence, or result of the use of the room, its furnishings or equipment.

Cancellations

The Library should be notified of cancellations as soon as possible in order to make the room available for other uses. To receive a full refund, cancellations must be received in writing 14 days prior to the scheduled use. Cancellations made 0-13 days prior to the scheduled use will forfeit any and all fees. The cancellation notice requirement may be waived for weather related cancellations.

User Responsibilities

Meeting room occupancy may not exceed that set forth by the Fire Marshal.

Meeting room use may not disrupt normal Library services and operations.

Library meeting room users, including program attendees, are expected to follow the Library's posted rules for appropriate Library behavior.

Alcoholic beverages are not permitted.

Activities in the Library's meeting rooms must be open to the general public.

Groups holding meetings or events in the Library meeting rooms are responsible for accommodating individuals with disabilities if an interpreter is needed. Sponsoring groups should be aware that any person requiring accommodation must contact the group in advance to provide the notice of need.

Users of the Library meeting rooms may use the Library's name and address only to designate the location of their meeting. Users of the Library meeting rooms may not use the Library for their mailing address or telephone number. Further, it is not permitted to place the Library's telephone number on publicity as the place to call for more information about a meeting room user's meeting. The Library may not be identified or implied as a sponsor.

Meeting room users may not post signs inside or outside the library except in places specifically designated for that purpose by Library staff. Signs must be removed at the conclusion of the event.

Groups are encouraged to bring their own audio-visual equipment. However, Library-owned audio-visual equipment is available for a fee. (See Meeting Room Fee Schedule) Arrangements and payment for equipment use must be made at least 14 days in advance. If equipment needs are not communicated to the Library, the Library is not responsible for providing that equipment.

The Library reserves the right to attend any meetings held in its facilities.

All activities and programs conducted in Library buildings must comply with all federal, state and local laws, rules and regulations and are subject to the general rules and regulations of the Library.

Each group is responsible for making sure any exhibition of copyrighted material in the library complies with U.S. Copyright Laws, which include Public Performance Rights.

Failure to comply with meeting room guidelines and all library policies or to cooperate with library staff or damage to the library facility may result in the loss of meeting room privileges.

Use and Care of Facilities and Equipment

Room Configuration /Set-up/Take-down

1. Library meeting rooms are made available in a pre-arranged configuration.
2. The use of chairs and tables, when available, is included in library meeting room use.
3. Groups are responsible for their own room set-up and take-down. When a room reservation is made, sufficient time should be reserved for room set-up and take down. If a group is unable to set-up or take-down their room arrangement, with advance scheduling Library staff may do so for a fee. (See Meeting Room Fee Schedule)
4. Marion County and the Marion County Public Library are not responsible for accidents or injury caused by re-configuration of the furniture set-up.
5. At the conclusion of a meeting room use, the room must be left in good, clean condition and in the original configuration. If the room is not left in its original configuration, there will be a charge. (See Meeting Room Fee Schedule) A diagram of the original room configuration is posted in each room.
6. Egress routes may not be obstructed in any way and exit signs must remain clearly visible. Decorations, displays, furniture, and /or equipment cannot obscure exit signs or doors.
7. Staff assistance is not available to set up materials, make coffee, provide office supplies or photocopies or to carry items in or out of the building. All groups must provide their own support for preparation and clean up.

Cleaning and Maintenance

1. The Library will provide basic housekeeping service (i.e. trash removal, regularly scheduled cleaning) as part of the regular meeting room use.
2. Any additional cleaning or repair required beyond normal Library maintenance will be billed at an hourly rate. (See Meeting Room Fee Schedule) The cost of any materials required for repair will also be billed to the user.
3. Damage to the facility will be billed to the group responsible for the room and may result in restriction from further use.

Room Use

1. Walls may not be used for mounting or hanging pictures, displays, posters, etc.
2. Glitter and confetti is strictly prohibited.
3. Open fire, including the use of candles, incense, pyrotechnics, or any type of open flame is not permitted.
4. Serving food or beverages of any kind requires the payment of a refreshment damage deposit. (See Meeting Room Fee Schedule) Refreshments must remain in the meeting rooms.
5. Kitchens may not be used for cooking.
6. Equipment, supplies or personal effects belonging to groups or meeting participants cannot be stored or left in the meeting rooms or in the Library before or after use
7. Allowing sufficient time for this to occur, at the conclusion of the meeting, meeting room users are expected to:
 - a. Leave the meeting room as clean and as orderly as possible.
 - b. Place all trash in receptacles provided by the Library
 - c. Report any spills immediately to the Library staff member in charge.
 - d. Remove all personal effects, equipment and decorations.
 - e. Return furniture to the pre-arranged configuration.
 - f. Leave, or return to a staff member, any library equipment which has been provided.
 - g. Report any equipment problems or failures.
 - h. After a scheduled meeting room use, the responsible party must check-out with Library staff or volunteers prior to leaving to make sure that there is no damage or extra clean-up required.

The library is not responsible for equipment, supplies, exhibit material or other items owned by a group and used in the library.

Marion County Administration and Library Administration may establish additional guidelines, regulations, and procedures for the implementation of this policy including, but not limited to, scheduling and cancellations, application for use form, damage deposit, publicity, special arrangements, and conditions of use.

Meeting Room Policy

Meeting Room Fee Schedule

LOCATION	CAPACITY (Auditorium Style)	HOURLY RATE (one hour minimum) (includes standard room configuration and use of tables and chairs when available)	
		Non-Profit	For Profit
Headquarters-Ocala Meeting Room A	35	no charge	\$25.00
Headquarters-Ocala Meeting Room B	55	no charge	\$25.00
Headquarters-Ocala Meeting Room A/B	98	no charge	\$50.00
Headquarters-Ocala Frances Kolonia Meeting Room	103	no charge	\$50.00
Belleview Public Library	100	no charge	\$50.00
Dunnellon Public Library	100	no charge	\$50.00
Forest Public Library	80	no charge	\$50.00
Freedom Public Library	50	no charge	\$25.00
ADDITIONAL SERVICES		PER OCCURRENCE UNLESS OTHERWISE STATED	
Customized Room set-up		\$25.00	
Room take-down to standard configuration		\$25.00	
Refreshment Fee/Use of kitchen facilities		\$25.00	
Refreshment Damage Deposit		\$100.00	
Additional or Non-Routine Custodial Services		\$25.00/hour	
Equipment Use		\$25.00	
Technical Assistance (one hour minimum)		\$35.00/hour	