



MEETING ROOM RESERVATION POLICY

The East Lake Community Library welcomes the use of its Community Room for public gatherings by groups who agree to abide by the library's rules and whose activities do not discriminate based on race, color, national origin, sex, religion, sexual orientation, age, or disability. Rooms are available to all groups regardless of their beliefs or affiliations of their members. Although every attempt is made to accommodate requests, all library-sponsored events will have priority for meeting room space and community groups may be asked to reschedule or cancel.

Limitations: Meeting rooms are not available for social gatherings (such as parties or entertainment), fundraising efforts by outside groups, religious ceremonies or services, for an individual's political campaign or when, in the judgment of the Library Director, the use poses a threat to the life, safety, or property of an individual.

When there are several programs scheduled within the same category (e.g. financial planning, Medicare assistance, etc.), it is at the library director's discretion to deny additional applications on the same topic during the same timeframe. It is the library director's responsibility to vet prospective presenters to ensure the legitimacy of the business or organization.

Scheduling and Fees:

Scheduling is based on the following priorities:

1. Programs sponsored by the East Lake Community Library, the Friends of the Library, other library-affiliated groups, and Pinellas County governmental agencies take precedence.
2. Non-profits with tax-exempt status: Any non-profit will not be charged for the use of the room but **MUST** attach a copy of their 501c3 form as confirmation of their status.
3. Homeowners Associations within the East Lake Fire District (501 (c)4) will be charged \$75 for the entire Community Room with a maximum time allotment of two hours (plus 15 minutes setup/takedown on either side). Management companies may reserve a room for their organizations but must assume all responsibility for the group; HOAs, except for closed Board meetings, cannot reserve ½ of the Community Room due to expectations of exceeding capacity limits.
4. Social Clubs with a 501(c)7 designation will be permitted to rent the Community Room for a reduced fee of \$50 for two hours, but must allow patrons to attend any meeting/program at ELCL (maximum 1x/month).
5. All other for-profit businesses within Pinellas County: \$75 per hour for the entire Community Room or \$40 per hour for either half of the room. There is no

charge for setup/takedown time (15 minutes on each side) but rental rates are charged by the hour only.

6. East Lake Community Library cannot accommodate groups outside of Pinellas County.
7. Outside groups, non-profit & for-profit, will be able to submit applications THREE months prior to an anticipated date. Due to summer programs and summer reading clubs, availability during the summer months is limited.
8. We cannot accommodate requests for room reservations within two weeks of a requested date.

Refreshments: If light refreshments, beverages other than water, or catered foods are to be served, a separate deposit of \$50 will be collected with the application. This applies to ALL groups. The deposit will be refunded unless custodial services are required due to spills, soiled carpet, or damages noted subsequent to the meeting.

Fees for room use must be paid at the time of application and are refundable only up to 72 hours prior to the scheduled meeting. If the library cannot accommodate your request, all monies will be returned. If a group fails to show or cancels in less than 72 hours prior to the reserved time, they will forfeit any fees and/or privilege of future use may be denied.

****Room Capacities:** The East Lake Community Room may be used as one large room with a seating capacity of 80 people. The room may also be divided in half with a seating capacity of 30 for both the East Room (section with galley kitchen) and the Lake Room (section with restroom & AV screen). This is for a setup with chairs only. If you are unsure of attendance, please book the entire room – if attendees exceed capacity, the library will have to turn people away due to Fire Code regulations.

Policies/Regulations:

A designated staff member, appointed by the Library Director, handles all room reservations. Inquiries may be made over the phone or completed on our website but no reservations are finalized until the staff member has received the completed application and fees (if required) and confirms the date/time with the applicant.

All programs or meetings held at the library must be held during library hours and be open to the general public. Rooms will be booked only to adults (21 years +); youth groups may use the rooms if a responsible adult is present at all times. Time should be allotted for setup and takedown (normally fifteen minutes on each side). The room MUST be vacated fifteen minutes prior to closing.

The individual who signs the application to reserve the Community Room assumes responsibility for:

- Contacting front desk staff upon arrival for room access and again, prior to leaving

the library, to assure that the room is left in a neat and orderly condition.

- Setting up the room and, at the end of the meeting, restacking table and chairs in their original location along the perimeter.
- Requesting any assistance from library staff for opening/closing folding wall.
- Any damage to the building and its contents resulting from the group's use of the room.

The library does not assume any liability for injury or damage to personal property, which occurs as a result of the actions of the sponsors or participants while using the meeting space. The user will assume sole responsibility for replacing or reimbursing to the Library any damaged or lost Library property or furnishings. The meeting room is equipped with a projector, screen and sound system. Other equipment needed is the responsibility of the user. Library staff are not available to assist with setup but can instruct outside groups on how to use the AV system.

Groups using the library facilities are responsible for cleaning up after themselves and returning all chairs and tables to the perimeter of the room. The meeting room must be left in the same condition as it was found. *Smoking, e-cigarettes (i.e. vaping), drugs, alcoholic beverages, or the sale of merchandise are not permitted.*

- Any announcements or notices to publicize an activity are the sole responsibility of the organization utilizing the space
- Programs or meetings may not disturb the use of the library for other patrons.
- The library staff will not be responsible for children while adults are in a meeting.

Disclaimers:

In allowing a group to use a meeting area or room, the Advisory Board and library staff do not imply any endorsement of the group's beliefs, policies, program or ideas expressed by organizations or individuals using the space.

Permission to use Library meeting space may be withheld from groups failing to comply with the Meeting Room Policy and from any group that damages library property or causes a disturbance.

Groups may identify the library and provide its address in their publicity for the meeting, but may not invite potential attendees to contact the library for additional information.

Please sign the attached Meeting Room Reservation form and the Community Room Advertising Disclaimer form and return them to the Library for processing (with check, if applicable).

*East Lake Community Library
4125 East Lake Road
Palm Harbor, FL 34685
(727)773-2665
www.eastlakelibrary.org*



MEETING ROOM ADVERTISING DISCLAIMER

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the East Lake Community Library and its staff, its parent organization, The Palm Harbor Community Services Agency (PHCSA), or the Friends of East Lake Community Library.

All flyers or printed materials advertising the group's event/program **MUST** have the following disclaimer statement at the **BOTTOM** of the flyer or printed material in **BOLD CAPITAL LETTERS**. The font should be in a Times New Roman font with the size being 12 points or larger.

“THIS ORGANIZATION AND ITS POLICIES, BELIEFS, OR ACTIVITIES ARE NOT RELATED TO OR SPONSORED BY THE EAST LAKE COMMUNITY LIBRARY.”

PLEASE NOTE:

Failure to include the East Lake Community Library's disclaimer on event publicity/advertising may result in the cancellation of the Community Room reservation for that event. Future room use may be denied.

Please sign, date, and attach this form to your community room application.
Thank you.

Signature: _____

Group Affiliation: _____

Date: _____



MEETING ROOM RESERVATION FORM

Please read the Meeting Room Policy before completing this form.

Date: _____ Name of Organization: _____

Non-Profit For-Profit Homeowners Association

Name of Contact Person: _____

Position in Organization: _____

Address: _____ Phone: _____

E-Mail Address: _____

Requested Date(s): _____

(All cancellations MUST be made at least 72 hours in advance of the reserved date or rental fee, when required, will be forfeited and/or privilege or future use may be denied)

Requested Hours: _____

Type of Activity: _____

Expected Attendance: Adults _____ Teens _____ Children _____

Do you require use of kitchen facilities? _____

Will refreshments be served? _____ If so, a \$50 deposit is required of ALL groups serving refreshments other than water, which will be returned after the room has been checked by library staff.

Each program must be set up and taken down by those sponsoring the program. Fifteen minutes is recommended on either side of the meeting; furthermore, rooms must be straightened up and vacated at least *fifteen minutes prior to the library closing*. Will your organization require setup and takedown time?

Amount of time prior to meeting _____ Amount of time after _____

Applicable Fees: Effective, October 1, 2023, there is a fee of \$75.00 per hour for use of the entire East Lake Community Room; \$40 per hour for use of either half for ALL for-profit businesses and groups (sales tax is included). For HOAs, this is a flat fee of \$75 (maximum of 2 hours) for

the entire room. Fifteen-minute setup and takedown time will be added to your program/event and will not be charged to the user. The fee is due when the application is submitted and refunds will only be given with at least 72 hours' notice.

Refreshments Deposit (if applicable): \$_____ This must be a separate check from all other fees.

Room Fee (If applicable): \$_____

Please make checks payable to "East Lake Community Library" and attach to this application form. If you are a non-profit organization, you must include a copy of your 501c3 certificate to avoid any room reservation fees.

I am the authorized representative of the organization named above as the applicant. I agree to be the contact person the day of the event. We have read and agree to abide by the East Lake Community Library's policies regarding the use of meeting space. We also agree to defend and hold harmless the East Lake Community Library, the Palm Harbor Community Services Agency, Inc. and Pinellas County, its officials and employees thereof, from any and all damages and claims arising out of or resulting from the meeting room use.

Signature of Applicant: _____

Please PRINT Full Name: _____

Date: _____ Title: _____

OFFICE USE ONLY

East Room____ Lake Room____ East Lake Room_____

Booked in: Calendar Book____ Online Calendar____

Confirmed Booking on _____

Staff Approval: _____ Date: _____

Revised 10/24