

The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:

Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

The library uses the meeting rooms for a variety of programming which promotes the library's goals of public information, education, recreation, and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.

Purpose

The meeting rooms are a community resource. The library board encourages the widest possible use of the community meeting rooms by not-for-profit groups in the Ashland area for programs of an informational, educational, cultural, or civic nature.

The rooms may be used by organizations or groups whose primary purpose is religious, commercial, or for-profit. Individuals may also rent meeting rooms. See the regulations and rental fee schedule below.

The library is in no way affiliated with the events scheduled in or agencies using the meeting room; it simply provides the venue for such events.

This policy may be subject to change based on need or circumstance.

Room Fees

Meeting room rentals are available free of charge during library hours to nonprofit organizations, government agencies, and community groups. Fees are charged to for-profit organizations and to all groups meeting when the library is closed. A per/use fee for the kitchen and cafe is \$30-45, for both profit and non-profit groups. This fee is used to maintain supplies and replace any damaged materials.

Please note, the current policy and fee schedule are in a pilot phase and may be updated to reflect use patterns and library needs.

Regulations

Special Events – the kitchen / cafe space and the Gold Room may be rented for social events with the exception of birthday parties. Please contact the library director for more information.

Reservations – reservations may be made up to 90 days in advance of the meeting date and must be made at least 24 hours in advance of the booking start time.

Cancellation – A no-show fee will be charged unless a cancellation has been verified two business days prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made. Non-profit, government, and community groups will be charged a \$30 no-show fee. For-profit organizations will be charged a no-show fee equal to the room rental and set-up fees for the scheduled meeting time.

Food & Beverages – Refreshments in the meeting rooms are limited to covered beverages and light snacks - “if it fits on a napkin - ok ; if you need a utensil - not ok”. The kitchen / Cafe space must be reserved for serving attendees or for meals.

Room Accommodations

Main Street Fireside Lounge Non-Reservable

The Fireside lounge is open to the public during library hours for quiet reading and independent work. The lounge is used for library programming after hours. After hour use by the public may be granted under the discretion of the library director and library board of trustees.

Small Study Rooms (104-Teal, 203-Blue, 204-Green) Non-Reservable

Please check in at the circulation desk before occupying a room. Small study rooms accommodate up to four people; includes outlets and WIFI signal. Small study rooms are for independent and collaborative work, used on a first come first served basis. Four hours is the recommended amount of time for using these rooms.

Medium Meeting Room (210 – Brown) Reservable

The Brown meeting room seats up to 18 people, includes a monitor, speakers, microphone, camera, and wall controls. This room may be reserved for after library hours use, contracts available online or at the circulation desk.

Medium Meeting Room (306 – Orange) Reservation Only

The Orange meeting room seats up to 12 people, includes a monitor, speakers, microphone, camera, and wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Medium Meeting Room (307 – Purple) Reservation Only

The Purple meeting room seats up to 12 people, includes a monitor, speakers, microphone, camera, and wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Large Classroom (301 – Gold) Reservation Only

The Gold room seats 36 with tables and chairs and 72 without tables, includes a monitor, speakers, microphone, camera, wall controls. Use is by reservation only. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Digital Learning Lab (308) Reservation Only

The learning lab is for technology learning, content creation, and digital exploration. The room includes two desktop computers with a suite of software for design, a printer, and pod-casting equipment. As use of the room develops, more technology will be added. This room may be reserved after library hours, contracts available online or at the circulation desk. Use of the flex space and kitchen are an option that must be indicated upon reservation and include an additional fee.

Kitchen / Cafe Space (312) Reservation Only

The kitchen and cafe space are community resources for learning and social connection. This room may be reserved after library hours, contracts available online or at the circulation desk. A refundable deposit of \$100 is required to reserve the Kitchen/Cafe Space after hours. If you are using a meeting room and would like access to the kitchen, there is a \$30 per use fee, larger groups incur at \$45 fee. Food and beverages can be set-up and consumed in the kitchen and cafe space. Please, do not consume food and beverages, except covered beverages in the meeting rooms.

Kitchen/Cafe access includes:

- All appliances - fridge, oven, stove top/hood, microwave, dishwasher, washing machine/dryer
- Monitor, speakers, microphone, camera, wall controls for educational purposes both online and in person
- Kitchen sink, mop sink
- Dishes - serving plates & bowls, coffee/tea cups, drinking glasses, plates (small/large), utensils (serving/individual)
- Water dispenser
- Coffee & Tea service - brewpot & kettle, coffee & tea, creamer, sugar
- Trash removal
- Linens, paper towels, napkins
- Reusable cleaning cloths
- Cafe tables and chairs for 24 individuals
- Buffet / Serving tables upon request

Room Fees

Meeting room reservations are available free of charge during library hours to nonprofit organizations, government agencies, and community groups. Fees are charged to for-profit organizations and to all groups meeting when the library is closed. Kitchen fees are charged per use for all groups.

Room	Nonprofits, Government & Community Groups Room Rental <i>When Library is Open</i>	Nonprofits, Government & Community Group Room Rental <i>When Library is Closed</i>	For-Profit Organization Room Rental <i>When Library is Open or Closed</i>	Kitchen / Flex Space
Brown 210	\$0/hr	\$30/hr	\$30/hr	Not available
Orange 306	\$0/hr	\$30/hr	\$30/hr	\$30/use
Purple 307	\$0/hr	\$30/hr	\$30/hr	\$30/use
Gold 301	\$0/hr	\$60/hr	\$60/hr	\$45/use
Digital Lab 308	\$0/hr	\$30/hr	\$60/hr	\$30/use