

MINNEAPOLIS PUBLIC LIBRARY BOARD POLICY MANUAL

FACILITY USE

POLICY #3006

Section: Community Relations

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Adopted 2/15/06

The Minneapolis Public Library (MPL) permits use of its facilities to individuals, organizations and groups. Facility use falls into three categories: use during regular library business hours, after-hours or special event use at the Central Library, and Community Library after-hours facility use.

The policies regarding these differing uses fall into the following four sections:

Section A details the policies that apply to all MPL facilities at all times.

Section B details policies specific to facility use during regular library business hours.

Section C details policies specific to the after-hours and special event use of the Central Library.

Section D details policies specific to the after-hours use of community libraries.

SECTION A – GENERAL USE POLICIES FOR ALL MPL FACILITIES AT ALL TIMES

1. **MPL Priority:** MPL reserves the right to exercise its priorities in the use of all its facilities.
2. **Non-endorsement:** Activities taking place, statements being made, or positions being taken during events not sponsored by MPL do not necessarily reflect the opinions or values of the Minneapolis Public Library Board of Trustees.
3. **Rules of Conduct:** Clients and their guests must at all times abide by MPL's Rules of Conduct. 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 MPL services, or violates MPL's Rules of Conduct.
4. **Non-Interference:** Groups and organizations renting space within any MPL facility must not interfere with the regular, on-going function of MPL.
5. **Director Discretion:** MPL reserves the right to refuse bookings at the discretion of the Library Director.
6. **Rental Rates & Deposits:** Rental and deposit rates will be determined by the Library Director, and subject to change. (See Facility Fee Schedule).
7. **Non-discrimination:** The Library provides the use of its facilities on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use.
8. **Furniture and Equipment:** All furniture and equipment is to be utilized in a considerate manner consistent with its intended use.

9. **Facility Rental Regulations:** The Library Director will develop, implement, and make available regulations to facilitate consistent use, professional leasing and operations of all MPL facilities.
10. **Gaming:** The Library does not allow any variety of gambling, gaming, bingo, casinos or wagering of any kind on MPL property.
11. **Security:** Security for events will be provided at a level determined by MPL. Coverage level is dependent upon type and size of event, location and hours. All required security shall be provided by MPL; fees for such required security shall be borne by the person or organization using/renting the MPL meeting room or facility.
12. **Smoking/Tobacco Use:** MPL provides tobacco-free facilities and grounds. Tobacco use of any kind is strictly prohibited anywhere on the premises. The client is responsible for informing guests of the Library's no smoking/tobacco policy. Failure of the client or their guests to enforce the no-smoking/tobacco policy will result in forfeiture of the client's security deposit.
13. **Storage:** MPL does not provide storage space or facilities. MPL is not responsible for exhibits, equipment, supplies, materials or other items owned by groups using any MPL facility.
14. **Separation:** MPL may not be used as the official address or headquarters of an organization
15. **Lost/Stolen Items:** The Library is not responsible for any lost or stolen items.
16. **Use of Outdoor Facilities:** Outdoor library facilities, such as plaza areas, parking lots, and lawn areas may not be used. Any exception must be approved in writing by the Library Director.
17. **Facility Use Agreement:** A Facility Use Agreement must be executed prior to the use of any MPL facilities with a capacity greater than eight (8) people.

SECTION B – FACILITY USE, NORMAL BUSINESS HOURS
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1. **Availability:** MPL provides meeting rooms for both MPL-sponsored and community-sponsored programs and meetings of an educational, cultural, civic, political, professional or business nature.
2. **Reservations:** will be accepted up to six months in advance. No individual, group or entity may hold more than ten (10) reservations at any one time for the upcoming six month time period. Meeting room reservations are limited to a four (4) hour maximum. Exceptions to these limitations require Division Director approval.
3. **Refreshments:** Light refreshments (coffee, tea, and rolls) may be served where facilities permit. Permission to serve refreshments must be secured at the time the application is approved. Whenever light refreshments are served in a meeting room, janitorial fees will be charged (See Facility and Meeting Room Fee Schedule).

4. **Public Information and Signage:** Nothing may be fastened or affixed to the walls of meeting rooms except where those meeting rooms are equipped with fabric and cork board for that purpose. No signage, invitations or Internet information may be posted regarding the meeting without prior approval of the Library Manager where the meeting will be held.
5. **Cancellation:** If it is necessary to cancel a meeting room reservation, the individual or organization booking the meeting room must call the specific library directly. If cancellation occurs repeatedly by any one group, MPL reserves the right to reject further meeting room reservations from said group.

SECTION C – CENTRAL LIBRARY AFTER-HOURS/SPECIAL EVENTS

1. **Applicability:** The Library has contracted with a private events management and catering firm (Mintàhoe) for events that take place in five areas of the new Central Library: Library Commons, Doty Library Board Room, Robins, Kaplan, Miller & Ciresi L.L.P Community Room, Best Buy Technology Center, and Pohlrad Hall.
2. **Catering:** To ensure high quality and consistent service, MPL has contracted with Mintàhoe as the sole food and beverage provider for events at Central Library. Under no circumstance will a client or anyone in their party be allowed to bring any food or beverages, including bottled water, alcohol and soda pop, into Central Library. For small groups, certain exceptions may be made. Please confirm with Mintàhoe. Clients may not take left over food off the premises, with the exception of wedding cakes.

Groups of 20 or less may, with two-week advance approval by Mintàhoe, bring in non-alcoholic beverages, pre-packaged cookies, pastries, and small snacks. In the case of this exception, groups must provide necessary utensils, cups and paper products. Janitorial fees may be incurred.

3. **Alcoholic Beverages:** Alcohol may only be served by Mintàhoe personnel, and only at events closed to the general public. Alcoholic beverages served during hours that Central Library is open to the public may only be consumed within the specific space being leased by the client, and not in any other area of the library. Any exceptions must be approved by MPL at least two weeks prior to the event. Final service (last call) will be made forty-five (45) minutes prior to event ending, with service of alcoholic beverages ceasing thirty (30) minutes prior to event end.

SECTION D – COMMUNITY LIBRARY AFTER-HOURS USE

1. **Applicability:** The Minneapolis Public Library Board permits use of its Community Library facilities to individuals and organizations when closed to the general public. Such use is

subject to all Library rules and regulations, all City Ordinances and applicable State and Federal Laws.

2. **Reservations**: Reservations may be submitted no earlier than six months in advance of the usage date.
3. **Security Deposit**: A security deposit (see Facility and Meeting Room Fee Schedule) is required at the time of reservation (this security deposit will be returned within 20 days after the event provided there is no damage to the Library or its contents).
4. **Capacity**: If the estimated attendance of the event exceeds building capacity, any additional fees necessary for the presence of a Fire Marshall (see Facility and Meeting Room Fee Schedule) shall be borne by the person or organization using/renting the MPL meeting room or facility.
5. **Payment**: Full payment is due 30 days prior to the event date and may be made by credit card, personal check, cashier's check or money order. All costs associated with the event are the responsibility of the client. If payment is not made in full 30 days prior to the event, the Library Board may cancel without notification to the client.