

Largo Public Library Group Usage Policies

Study Rooms

The Largo Public Library provides six (6) reservable free study rooms throughout the library to enable up to four people to meet for educational purposes without disturbing other library users. In order to accommodate multiple patrons, study rooms will be reserved once a week for up to a two-hour block. The reserved room will be held for 15 minutes after the appointed time. The rooms will be locked with the key available at the Information Desk.

- The study rooms are not available for the purpose of operating a business, selling merchandise or services, soliciting for later sales, or for social events.
- The Library's Code of Conduct applies to use of study rooms.
- Noise should be held to a reasonable level, as rooms are not soundproof.
- Eating in, or bringing food into, the library's study rooms is not allowed; however, beverages may be brought into the study rooms only in containers with appropriate lids.
- The Library is not responsible for accidents, injury, loss or damage to the private property of individuals or organizations. The Library reserves the right to remove items left unattended in the rooms for 15 minutes or more.
- Study room users are responsible for any damage in the rooms.
- Failure to abide by the policies governing the use of the study rooms may result in denial of future use.

Meeting Rooms

The Largo Public Library's Program / Meeting Rooms are available for the purpose of providing space for the library's educational and cultural programming. When not in use for this purpose, the rooms will be made available on a first come, first served basis.

At the time of registration, the group representative will be given a list of rules / regulations with which the group must comply. A signed copy of the Guidelines will be kept on file. Providing use of the room does not constitute an endorsement of a group's policies or beliefs.

All meetings for which free usage of the meeting room is granted and must be open to the general public include:

- Non-profit groups for public education purposes with proof of non profit status, inclusive of Largo resident formed for civic, cultural, or educational purposes.
- Co-sponsored library programs.
- Public education agencies for community attendance.
- Library Support Groups fund-raising events.

Neither mandatory monetary collection nor the charging for admission may occur unless related to fund raising for the library and approved by the Library Director or designee.

Questions concerning the interpretation of policies and rules regarding the use of the room will be referred to the Library director or designee.

John and Rosalie Jenkins Community Wing

The John and Rosalie Jenkins Community Wing is named in recognition of the John A. Jenkins Family. The program room seats up to 200 persons and can be divided into three smaller rooms. Room B is equipped with telecommunications access. All rooms have wireless access.

Priority order for usage of the community rooms is as follows:

- Library programs provided for the public
- Paid rentals
- Library staff development

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- Library sponsored group usage and library support group usage
- City meetings
- Educational and cultural group activities open to the public
- Civic and non-profit organization's meetings and activities open to the public

Library Program Room Usage

As governed by the City of Largo's Fee Ordinance, program / meeting room users are classified in one of two categories:

Category I – No Charge

- Non-profit groups registered as 501(c)(3) or 501(c)(4) entities pursuant to the United States Internal Revenue Code for public education purposes with proof of non-profit status, inclusive of 501(c)(3) or 501(c)(4) Largo resident groups formed for civic, cultural, or educational purposes
- Co-sponsored library programs
- Public education agencies for community attendance
- Library Support Groups fund-raising events

General Information

No charge. Room usage is once a month for up to two (2) hours.

Rooms may be reserved up to three (3) months in advance for use during regular library hours.

Tables, chairs, and a podium are available at no charge.

The Library is not responsible for providing equipment (such as an extension cord) or supplies (such as paper and pencils). Storage space is not available for equipment, utensils, posters, or signage left at the facility between meetings.

Groups may be asked to reschedule if library-related needs arise. The library reserves the right to make changes in scheduling and room assignments as cooperative room use warrants.

Restrictions

A number of usage restrictions apply to the rooms and are as follows:

- No alcohol will be sold during the Library's hours of operation.
- Vehicles may not be parked in pick-up / receiving area for an extended period of time. Drop off and pick-up is acceptable.
- Meetings of minors must be supervised by a responsible adult.
- Promotional material distribution is limited to the reserved room during the program's time period.
- In order to maintain proper decorum in the library, noise restrictions may be applied when the library is open.

Failure to abide by the rules and regulations as set forth in this policy may result in denial of use of facilities.

Reservations and Applications

Reservations for room use may be made as follows:

- Arrangements for use of room must be made in advance through the library's web site or staff.
- The person signing the application form serves as the representative for the group for any damage incurred.

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- Cancellations require 24 hour advance notice. Failure to notify the library may jeopardize future room usage.

Set-Up, Tear-Down, Maintenance / Liability

The Library does not provide routine custodial service nor is the library staff available to clean / maintain the room. If janitorial service is required, a \$100 per hour clean-up fee will be assessed.

The room may be rearranged, but after use must be returned to its original order. No items may be mounted, hung or installed on the walls or doors; items may not hang from the ceiling. Failure to abide by this rule may jeopardize future room usage.

The group using the facility agrees to be responsible for any damage that occurs to the building or its contents. The group also agrees not to hold the Largo Public Library or the City of Largo liable for any claims, demands, or lawsuits that may arise from the use of the rooms.

Refreshments

Food and drinks may not be brought in from the outside. The Bookmark Cafe is available for catering.

Smoking / Alcohol

Smoking is not permitted anywhere inside the Library, which includes the library foyer and courtyard. Ashtrays are provided outside the exterior doors in sheltered areas. Alcohol may not be sold during the Library's hours of operation. Violation of either provision will result in denial of use of the facility.

Category II – Fee Based Rentals

Groups, business, associations and individuals not qualifying for Category I status, and who match the below descriptions, may rent the room according to the Library's policy and the City of Largo's Fee Ordinance.

- Any business.
- Any non-profit charitable, civic group or public education agency for private functions or fund-raising events.
- Any private groups, churches or individuals.

General Information

No weekly rentals.

Tables, chairs, and a podium are included as part of the rental cost.

The Library is not responsible for providing equipment (such as an extension cord) or supplies (such as paper and pencils). Storage space is not available for equipment, utensils, posters, or signage left at the facility between meetings.

Checks are made out to the City of Largo.

Restrictions

A number of usage restrictions apply to the rooms and are as follows:

- No alcohol will be sold during the Library's hours of operation.
- Vehicles may not be parked in pick-up / receiving area for an extended period of time.
- Meetings of minors must be supervised by a responsible adult.

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- Promotional material distribution is limited to the Jenkins Wing newspaper stand on the day of the program.
- Promotional material cannot refer to the Largo Public Library or City of Largo as sponsors.
- In order to maintain proper decorum in the library, noise restrictions may be applied when the library is open.

Failure to abide by the rules and regulations as set forth in this policy may result in denial of use of facilities.

Reservations and Applications

Reservations for room use may be made as follows:

- Arrangements for use of room must be made in advance through the library's web site or staff.
- The person signing the application form serves as the representative for the group for any damage incurred.
- Cancellations require thirty (30) day advanced notice for full refund.
- Annual contract renewal requests will be reviewed and the advisability of renewing determined by the prior year's compliance with stated rules.

Set-Up, Tear-Down, Maintenance / Liability

Set-up Time: All rentals include one hour of set-up time scheduled prior to the event. Additional set-up time will be billed at \$75 to \$150 per hour, depending on setup requirements which covers overhead costs and one staff member to open the building, any necessary technical staff assistance is billed as an additional charge. If the scheduled event occurs during the normal hours of operation of the library and the building is properly staffed, there will be no charge for staff assistance. There will be no items mounted, hung or installed on the walls, doors or hanging from the ceiling. A setup layout will be signed by the renter. Any changes to floor plans or set-up requirements within two weeks of the event will be subject to additional charges.

Tear-down Time: All items brought into the meeting rooms, such as food and beverage, linens, decorations, and any accumulated trash must be removed within one hour of the end of rental time period. If more than one hour for tear-down is needed, a janitorial fee of \$100 per hour will be assessed. Items specific to a rental left in the building upon completion of event, will become property of the Library unless arrangements are made with and approved by the Library Director or his/her designee.

The group using the facilities agrees to be responsible for any damage occurring to the building or its contents as a result of eating, carelessness, or other causes. The group also agrees not to hold the Largo Public Library or the City of Largo liable for any claims, demands, or lawsuits that may arise from the use of the rooms.

Refreshments / Catering

The Bookmark Cafe provides catering services for events held at the Library. If use of another catering service provider is approved by the Library Director, proof of liability insurance (including, but not limited to, general and liquor liability), a copy of the approved caterer's business and liquor licenses, and a signed copy of the catering invoice for the event is required.

Smoking / Alcohol

Smoking is not permitted anywhere inside the Library, which includes the library foyer and courtyard. Ashtrays are provided outside the exterior doors in sheltered areas. Alcohol may not be sold during the Library's hours of operation. Violation of either provision will result in denial of use of the facility.

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Library Second Floor Meeting Rooms (available during library hours only)

Room 1 – 17 x 14	\$ 25 per hour + tax
Room 2 – 17 x 14	\$ 25 per hour + tax
Room 3 – 13 1/2 x 13 1/2	\$ 20 per hour + tax
Room 4 – 10 x 11	\$ 15 per hour + tax

Local History Room and Study Room Usage

The Local History Room within the library is intended to meet the following needs:

- Quiet, group study or discussion on a first-come, first-served basis.
- Library / City-sponsored and co-sponsored programs and meetings.

To ensure availability for these purposes, the Local History Room will not be scheduled for meetings by outside groups.

No food or drink permitted in this room.

The use of the Study Rooms is governed by the Library's Study Room policy (see 19.1).

Youth Services Program Room Usage

The Youth Services Program Room is used primarily for library programs. The usage priority is children's and young adult programming and the need for quiet study space. Prior approval by the Library Director or designee is required for classes or meetings.

The Youth Services Program room can accommodate up to ninety (90) children and can be divided into three smaller rooms. The rooms are equipped with telecommunications access, eight tables and 16 chairs. If an event requires more equipment or furniture, it may necessitate booking a room in the Jenkins Community Wing.

Groups may be asked to reschedule if library-related needs arise. The library reserves the right to make changes in scheduling and room assignments as cooperative room use warrants.

Fee Ordinance Categories for Library Program Room Usage

John A. Jenkins Community Room - Two-hour block minimum

Category I: No charge

- Non-profit groups registered as 501(c)(3) or 501(c)(4) entities pursuant to the United States Internal Revenue Code for public education purposes with proof of non-profit status inclusive of 501(c)(3) or 501(c)(4) Largo resident groups formed for civic, cultural, or educational purposes
- Co-sponsored library programs
- Public education agencies for community attendance
- Library Support Groups fund-raising events

Category II: See fee Schedule

- Any business
- Any non-profit charitable, civic group or public education agency for private functions or fund-raising events
- Any private groups, churches or individuals

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Weekday Morning or Afternoon – Up to 5:00 pm	Full Room	Partial room
Monday-Friday (Two-hour block minimum)	\$200 + tax	\$100 + tax
Saturday	\$250 + tax	\$125 + tax
Sunday	\$250 + tax	\$125 + tax

Evening – After 5:00 pm	Full Room	Partial Room
Monday – Thursday (Two-hour block minimum)	\$200 + tax	\$100 + tax
Friday	\$350 + tax	\$175 + tax
Saturday	\$350 + tax	\$175 + tax
Sunday	\$300 + tax	\$150 + tax

Gazebo & Courtyard - Two-hour minimum

Weekday Mornings or Afternoons	Not available due to Library Operations
Weekday Evenings – Except Friday	Not available due to Library Operations
Friday Evening	\$350 + tax
Saturday Morning or Afternoon	Not available due to Library Operations
Saturday Evening	\$350 + tax
Sunday Morning – Until 1:00 pm	\$350 + tax
Sunday Afternoon	Not available due to Library Operations
Sunday Evening – After 5:00 pm	\$350 + tax

Gallery & Patio - Two-hour minimum (Contingent on the restrictions of gallery exhibitions and security requirements)

Weekday Mornings or Afternoons	Not available due to Library Operations
Weekday Evenings – Except Friday	Not available due to Library Operations
Friday Evenings (5:00 pm – 11:00 pm)	\$350 + tax
Saturday Morning or Afternoon	Not available due to Library Operations
Saturday Evening (5:00 pm – 11:00 pm)	\$350 + tax
Sunday Morning – Until 1:00 pm	\$350 + tax
Sunday Afternoon	Not available due to Library Operations
Sunday Evening – (5:00 pm – 11:00 pm)	\$350 + tax

Entire Facility

Entire Facility: Four-hour block (after hours only)	\$2,000 + tax
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Security: Security personnel may be required at the discretion of the Library Director or designee due to the size, nature and time of the rental.

Deposits: Deposit is due simultaneously with delivery of an executed rental contract and said deposit shall equal no less than half of the total estimated cost of the rental. The full remaining balance of the rental fee shall be paid no less than thirty (30) days prior to the event.

Cancellations: Notices of cancellation shall be made in writing and addressed to the Library Director or his/her designee. If written notice is received no less than thirty (30) calendar days prior to the scheduled event, the full deposit will be refunded. Persons canceling an event less than thirty (30) calendar days before the event will be refunded 50% of the deposit.

Set-Up Time: All rentals include one hour of set-up time scheduled prior to the event. Additional set-up time will be billed at \$75 to \$150 per hour, depending on set-up requirements which covers overhead costs and one staff member to open the building, any necessary technical staff assistance is billed as an additional charge. If the scheduled event occurs during the normal hours of operation of the library and

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the building is properly staffed, there will be no charge for staff assistance. There will be no items mounted, hung or installed on the walls, doors or hanging from the ceiling. A set-up layout will be signed by the renter. Any changes to floor plans or set-up requirements within two weeks of the event will be subject to additional charges.

Tear-Down Time: All items brought into the meeting rooms, such as food and beverage, linens, decorations, and any accumulated trash must be removed within one hour of the end of rental time period. If more than one hour for tear-down is needed, a janitorial fee of \$100 per hour will be assessed. Items specific to a rental left in the building upon completion of event, will become property of the Library unless arrangements are made with and approved by the Library Director or designee.

Sales Tax: Sales tax is added on all rental and services, unless proof is provided that the renter is tax exempt at the time of contract signing.

Equipment Available for Rent / Usage: Prior arrangements must be made.

Data Projector	\$50 + tax
Power Point Projector	\$25 + tax
Opaque Projector	\$20 + tax
TV / VCR / DSS / DVD	\$50 + tax
LED Street Sign Slide (day of event)	\$25 + tax
Staff Hourly Rates	\$25 + tax

Technician charge will be based on individual needs of each contract and its requirements.

Clubs and Organizations: One to two-hour block

One meeting per month – annual contract / annual fee:	\$300 + tax
Two meetings per month – annual contract / annual fee:	\$600 + tax

Non-Profit Organizations (proof of status is required): The Library may allow reduced rental rates, not to exceed 50% of the applicable total rental fee, for Largo-based, organizations registered as 501(c)(3) or 501(c)(4) entities pursuant to the United States Internal Revenue Code that contribute to the City in some manner within the same fiscal year. The Largo-based, 501(c)(3) or 501(c)(4) organizations must have contributed either financially or the financial equivalent to the City within the preceding twelve (12) month period, at least the same amount as the rate reduction, not to exceed 50% of the total rental amount. An organization must provide documentation of its contribution to the City within the preceding twelve (12) month period to be considered for a rental rate reduction. The rental rate reduction will be limited to one per Largo-based 501(c)(3) or 501(c)(4) organization per year. The Greater Largo Library Foundation and Friends of the Largo Library are recognized for their continuing contribution to the Largo Public Library and therefore may receive more than one rental rate reduction per year. Rentals will be on a first-come, first-serve basis.

Proof of non-profit status, as defined by the United States Internal Revenue Code and/or Florida Statutes, must be presented at the time of contract signing to receive reduced rental rates.

Multiple Day Rentals: A discount for rentals exceeding a four-hour time block or a rental that spans multiple days, may be negotiated by library staff with approval of the Library Director or designee.