

**Duck Creek Regional Library
Meeting Room Policy**

Duck Creek Regional Library (DCRL) provides meeting rooms for educational programs, social events, advocacy, and life enrichment activities that improve the quality of life for all people in our communities. DCRL welcomes Non-profit and For-profit organizations, Government officials and agencies, and Life Enrichment activities. Meeting rooms are booked according to the following priorities:

Priority 1- Library programs

Priority 2- Official meetings, programs, and activities sponsored or conducted by Friends of Duck Creek Library, Kent County Levy Court, New Castle County, Delaware Division of Libraries, or any organization that provides annual funding.

Priority 3- All other approved programs or meetings by Non-profit and For-Profit organizations, and Life Enrichment activities.

Use Requirements:

1. Use of the meeting room does not imply Duck Creek Regional Library (DCRL) endorsement. All marketing and promotions must clearly state the meeting is not sponsored or endorsed by DCRL, its staff, or its Board of Directors and may not include DCRL's phone number, email address, links to DCRL's website or social media, logo, or any trademarks. The library may only be listed as the address of the meeting. DCRL may post the name of the organization and meeting room name on its promotional signage if approved by the Library Director.
2. Groups or organizations must adhere to DCRL Behavior Policy. The Behavior policy will be provided before contract is approved by the Library Director. The Behavior policy is also posted on the DCRL website.
3. Groups and organizations must follow fire regulations. Exits must remain clear, and groups must adhere to posted room capacity limits.
4. Groups and organizations must enforce no alcoholic beverages, use of illegal substances, smoking, and vaping within the building or on the grounds of the library.
5. Groups and organizations must ensure that children/teen meetings and programs have adult supervision (no less than a 1-15 ratio)
6. Groups and organizations must respect the fact that the meeting or program is being held in a library and, as such, noise levels should be kept to a minimum.
7. DCRL does not supply any materials such as pencils, writing paper, folders, etc. All A/V equipment may be available for use but must be booked at the time of reservation.
8. Audiovisual presentations must comply with copyright law.
9. Materials or equipment belonging to the booking organization are solely the organization's responsibility. DCRL does not assume any responsibility for loss of private materials and equipment. Storage for private materials and equipment will be at the discretion of the Library Director.
10. The organization must arrange the meeting room for its use and return it to its original arrangement before leaving. The library does not provide custodial services. If cleaning is needed after your meeting, there will be a cleaning fee assessed. Said fee must be paid in full before future bookings can be made.
11. The booking organization is responsible for any damage to the meeting room and facilities, including replacement/repair costs. Said fee must be paid in full before future bookings can be made.
12. All accidents or incidents must be reported to DCRL staff immediately.

13. Fastenings (tape, tacks, etc.) cannot be used on meeting room walls, floors, or furniture.
14. Use of the kitchen facilities may be available for beverages, or light refreshments. Kitchen use carries a fee for all individuals/groups use. Please see the fee schedule for details.
15. Groups and organizations are responsible for adhering to all government laws and regulations including but not limited to gaming permits (e.g. bingo, raffles, etc.) Required government permits must be provided to the library with approved contracts.

Reservation Requirements:

1. Reservation requests can be made through the library's website, in person at the library, on the phone, or emailed between two weeks and six months prior to an event. No reservation will be approved or confirmed without filing a reservation form that can be picked up at the library or downloaded through DCRL's website. The form must be returned to DCRL in person, or by fax (302) 653-2650, or emailed to XXXXX, or mailed to Duck Creek Regional Library, 22 S. Main St., Smyrna, DE 19977 for Library Director's approval. All reservations must be approved no later than 2 weeks prior to the meeting/event/program.
2. Reservations are approved based on DCRL priorities.
3. DCRL reserves the right to cancel meeting room reservations.
4. Meeting room tours are available by appointment.
5. Approved reservations require that the chief officer, or other responsible person sign the agreement, provide a 50% non-refundable deposit, full payment is due one week prior to the event, and a copy of the general liability insurance policy with amounts sufficient to cover any property damage that may occur to the library or personal injuries that may occur on-site. Deposits and fees can be paid by cash, credit card, or check payable to Duck Creek Regional Library.
6. Organizations hereby agree to hold harmless and defend DCRL, the library, Board of Directors, agents, volunteers, servants, or employees from and against any and all losses. Claims, actions, damages, liabilities, and expenses, including but not limited to those in connection with loss of life, bodily and personal injury or damage to property of any nature, including attorney's fees and costs, proximately caused by the negligence of the organization, its agents, or employees, in connection with any meeting or event and the performance of the organization's agreement with DCRL are the sole responsibility of the booking entity.
7. If requesting nonprofit fee rates, organizations must provide evidence of non-profit status.
8. Organizations must provide attendance numbers before or after the event.
9. Organizations may book a meeting room for consecutive days when available.
10. To promote the accessibility of meeting rooms to a wide variety of groups, or due to staffing requirements, the library may limit the number or length of meetings during any time period.
11. Requests for the use of A/V equipment must be made at the time of reservation. A list of equipment is available at the library and on the DCRL website. Organizations must provide a qualified operator and assume financial responsibility for damage to or replacement of equipment.
12. Organizations that do not show up for meeting room reservations will be denied future requests.

13. In the event of inclement weather or other unforeseen situation that requires the library to close during a scheduled reservation, a credit will be granted for future meeting room use.
14. Hours available: Library Director will set meeting room hours. Meeting rooms will be staffed by two people. The two people could be DCRL staff, board members, or Friends of Duck Creek Regional Library.

Monday- Saturday: 8am to 9pm.

Sunday: 1pm to 6pm

15. For-profit Organization and Social Fees:

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| a. Large meeting Room (270 seat capacity) | \$125 per hr. |
| b. Half Large Meeting Room (135 seat capacity) | \$ 75 per hr. |
| c. Medium Meeting Room (48 seat capacity) | \$ 65 per hr. |
| d. Inspiration Meeting Room (Library hours only) | \$ 65 per hr. |
| e. Half Medium Meeting Room (24 seat Capacity) | \$ 30 per hr. |

Note: (2) hour minimum, (4) hour maximum fees and if additional time over (4) hr. max. is needed, approval and additional fee will be at discretion of the library director.

Note: Cleaning fee for any meeting room is at the Director's discretion and if applicable, would be charged at the janitorial hourly rate.

Note: Kitchen use includes \$100 cleaning fee.

Note: No charge for study rooms.

16. Nonprofit Organization fees:

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| a. Large Meeting Room (270 seat capacity) | \$ 50 per hr. |
| b. Half Large meeting Room (135 seat capacity) | \$ 35 per hr. |
| c. Medium Meeting Room (48 seat capacity) | \$ 25 per hr. |
| d. Inspiration Meeting Room (Library hours only) | \$ 25 per hr. |
| e. Half Medium Meeting Room (24 seat capacity) | \$ 15 per hr. |

Note: (1) hour minimum and (4) hour maximum fees and if additional time over (4) hours is needed, approval and additional fee will be at the discretion of the library director.

Note: Cleaning fee for any meeting room is at the Director's discretion and if applicable, would be charged at the janitorial hourly rate.

Note: Kitchen use includes \$100 cleaning fee.

Note: No charge for study rooms.

17. All events book a minimum of 30 days prior to the event with a 50% non-refundable deposit.

18. Exceptions to the rules, rates, and/or policies are at the discretion of Director and/or Board.

Prohibited Use:

DCRL meeting rooms may not be used for:

- Solicitation of business or non-library fundraising
- Any illegal activity
- Any activity that, in the judgement of the Library Director, poses a threat to life, safety, or property
- Any group or organization whose previous conduct has not complied with DCRL Behavior Policy or meeting room policies and procedures as stated, and/or whose conduct has resulted in damage or interfered with other patron's library use

- Any groups or organizations that repeatedly do not show or cancel bookings
- Use by political groups is prohibited unless all political parties participate in the event (such as a debate)
- Use by religious groups is prohibited, unless the event is open to all people
- Any meeting space that is used for free must be free and open to the public except for nonprofit meetings of government entities

Adopted by the Operating Board, April 10, 2025

Board approved revision July 18, 2025

Board approved revision September 11, 2025 (Under Use Requirements added bullet 15)