Duck Creek Regional Library
Meeting Room Policy

Purpose

The Duck Creek Regional Library (DCRL) provides meeting rooms to support educational programs, social events, advocacy, and life enrichment activities. This policy establishes guidelines for the reservation and use of DCRL meeting spaces to ensure fair access, appropriate use, and the safety and care of Library facilities.

Priority of Use

Meeting rooms are allocated according to the following priority:

- **Priority 1:** Library programs.
- **Priority 2:** Meetings sponsored by Friends of Duck Creek Library, Kent County Levy Court, New Castle County Libraries, and the Delaware Division of Libraries.
- **Priority 3:** Approved programs by nonprofit and for-profit organizations.
- **Priority 4:** Private events.

Facility Rules

- Use of Library meeting space does not imply DCRL endorsement. Promotional materials must state that the meeting or event is not sponsored or endorsed by the Library, its staff, or Board of Directors.
- Marketing materials may not include DCRL's phone number, email address, website links, social media, logo, or trademarks. The Library may be listed only as the physical location of the event.
- Groups using meeting space must comply with the DCRL Behavior Policy, which is provided during booking and posted on the DCRL website.
- Meeting space provided at no charge must be free and open to the public, except for meetings of funding entities.
- Alcohol, illegal substances, smoking, and vaping are prohibited inside the Library and on Library grounds.
- Emergency exits must remain clear, and all posted room capacity limits must be observed.
- Children under age 12 must be accompanied by an adult guardian while in the Library. Events or groups involving children or teens require a minimum ratio of one adult supervisor for every 15 children or teens.
- Accidents, injuries, or other incidents must be reported to DCRL staff immediately. Emergency contact information for after-hours notifications will be provided at booking.
- Firearms, ammunition, and explosives are prohibited inside the Library and on Library grounds, except as permitted for law enforcement.
- The Library does not provide general meeting supplies such as pens, pencils, folders, staplers, or tape. See **Room Setup and Equipment** for information regarding audiovisual equipment.
- Presentations and materials shown in the Library must comply with applicable copyright laws.
- Materials and equipment belonging to an organization or individual using meeting space remain the responsibility of the reserving party. DCRL assumes no responsibility for the loss of or

damage to private materials or equipment. Storage of private materials or equipment is at the discretion of the Library Director.

- The reserving party must arrange the meeting room for its use and return it to its original condition before leaving. See **Room Setup and Equipment** below for instructions.
- The reserving party is responsible for any damage to meeting rooms, equipment, or Library facilities, including applicable repair or replacement costs.
- Tape, tacks, or other fasteners may not be used on meeting room floors or furniture. Approved adhesives may be used on walls with prior approval from the Library Director or designee.
- Table glitter, confetti or confetti poppers, sequins, and helium inflated balloons are **not** permitted.
- Kitchen facilities may be available for beverages and refreshments. See **Additional Fees and Financial Penalties** below for applicable charges.

Initial: _____

Prohibited Uses

DCRL meeting spaces may ***not*** be used for:

- Direct solicitation of business or unauthorized non-Library fundraising.
- Illegal activities.
- Activities determined by the Library Director to pose a threat to life, safety, or property.
- Groups with a history of noncompliance, property damage, or interference with Library operations.
- Groups or organizations that repeatedly cancel or fail to appear for reservations.
- Political group activities unless all political parties participate in the event, such as a structured debate.
- Religious services.

Initial: _____

Reservations

- **Requests:** Reservation requests must be submitted by email between two weeks and 3 months before the event. Final reservations must be approved by the Library at least two weeks before the scheduled event.
- **Reservation Form:** A signed physical or downloaded reservation form must be submitted in person or by email to duckcreek.library@lib.de.us with "Meeting Room Request" in the subject line.
- **Attendance:** Attendance figures must be provided to Library staff in connection with the event.
- **Deposit:** Approved reservations require a 50% non-refundable deposit at the time of booking. The remaining balance is due two weeks before the event.
- **Cancellations:** Groups that fail to appear for an approved reservation without notice may be prohibited from making future meeting room reservations. DCRL reserves the right to cancel a meeting room reservation at its discretion. If the Library closes unexpectedly due to weather or other emergencies, a credit will be issued for future meeting room use.

- **Permits:** Organizations are responsible for providing any required government gaming permits, including permits for bingo or raffles, when applicable.
- **Rates:** Nonprofit organizations must provide documentation of nonprofit status to receive discounted rates. Exceptions to established rates may be approved by the Library Director when appropriate and consistent with this policy.
- **Availability:** Reservations must begin during library hours of operation. After library operation hours, the doors are set to exit only.

Library Hours of Operation

Monday: 9:00 a.m. - 3:00 p.m.	**Thursday:** 10:00 a.m. - 8:00 p.m.
Tuesday: 10:00 a.m. - 8:00 p.m.	**Friday:** 10:00 a.m. - 6:00 p.m.
Wednesday: 9:00 a.m. - 6:00 p.m.	**Saturday:** 10:00 a.m. - 3:00 p.m.
Sunday: Closed	

Schedule of Fees*

Room Type	Capacity	Private/For-Profit Fee	Nonprofit Fee
Large Meeting Room	225	$250 + $125 /additional hour	$100 + $50 /additional hour
Half Large Meeting Room (A/B)	100	$150 + $75 /additional hour	$70 + $35 /additional hour
Medium Meeting Room	25	$130 + $65 /additional hour	$50 + $25 /additional hour
Inspiration Meeting Room	20	$130 + $65 /additional hour	$50+ $25 /additional hour
Half Medium Meeting Room (A/B)	15	$60 + $30 /additional hour	$30 + $15 /additional hour
Study Rooms & Delaware Room	4 / 8	Free	Free

**Fees are based on a two-hour minimum.*

Additional Fees and Financial Penalties

- **Kitchen Facility Access:** Kitchen facilities may be used for beverages and light refreshments. Kitchen use carries a $100 base cleaning fee for all groups.
- **Cleaning Assessment:** If additional cleaning is required following an event, a fee of $65 per hour will be assessed. Outstanding cleaning fees must be paid in full before additional reservations may be made.
- **Damage:** The reserving party is responsible for the cost of repairing or replacing damaged Library property, facilities, or equipment.

Room Setup and Equipment

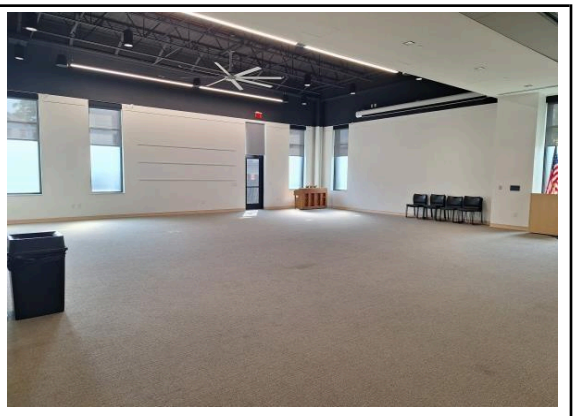
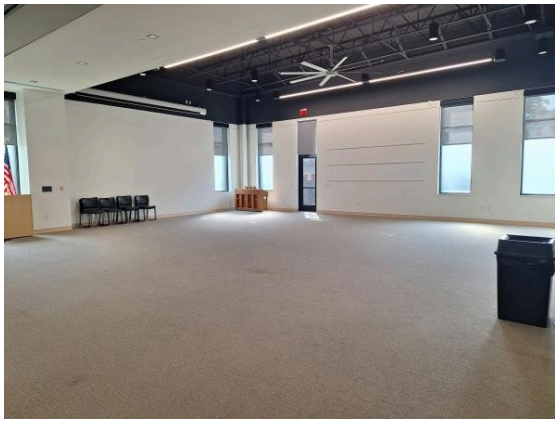
- **Room Configuration:** The reserving party is responsible for arranging the room for its use and returning it to its original configuration. The reserving party is responsible for cleaning. Trash must be placed in appropriate receptacles; a vacuum and cleaning wipes are provided. Details regarding cleaning requirements and configuration are posted in each room.

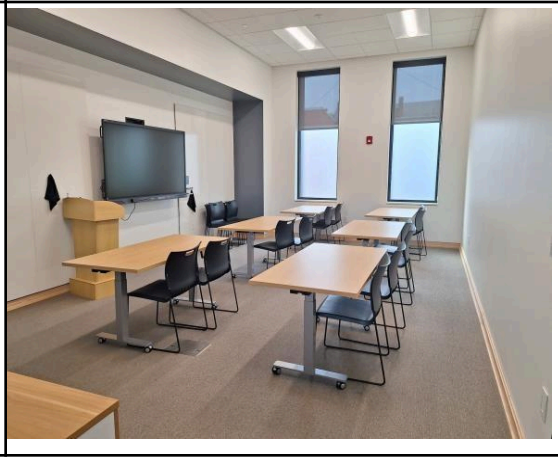
  Custodial services can be provided if the reserving party declines to clean the room in advance of the booking and pays a non-refundable cleaning fee of $200.00 at the time of deposit. Should the booking party be physically unable to arrange the room to desired configuration, provide detail on the information on the reservation form and the library will make arrangements for accessibility.

Initial: _____

Available meeting spaces include:

- Large Room Full
- Large Room A
- Large Room B
- Medium Room Full
- Medium Room Half
- Inspiration Room

Large Room A	
Large Room B	

Medium Room	
Inspiration Room	

Audiovisual equipment must be requested at the time of reservation. Reserving parties are responsible for operating audiovisual equipment and complying with applicable copyright requirements. The reserving party assumes financial responsibility for damage to Library equipment. Available audiovisual equipment may include:

- Projector and Screen (A/B)
- Podium Microphone (A/B)
- Smart Board (Medium/Inspiration or Mobile)
- HDMI Cord
- HDMI Cord Adapter
- Lavalier Microphones (A/B)
- DVD Player
- Laptop

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.

I _____ hereby agree to abide by all the rules, terms, and conditions outlined in the Duck Creek Regional Library Meeting Room Policy. I understand that failure to comply with these guidelines may result in the immediate revocation of meeting room privileges and potential liability.

Applicant Signature: _____ Date: _____

By signing below, I _____ decline the option to clean the room upon the conclusion of my reservation, and I explicitly consent to pay a flat cleaning fee of $200.00 to cover professional cleaning costs.

Applicant Signature: _____ Date: _____