



Bedford Public Library Meeting Room Reservation Guideline

Purpose

Meeting rooms at the Bedford Public Library are primarily intended to provide space for Library and City programs, events, and meetings. When not in use by the Library or City, they are available to reserve in accordance with this Guideline.

To make a meeting room reservation request, visit <http://bedfordlibrary.org/book-a-meeting-room> to complete the online request form or call (817) 952-2342.

Meeting Room Fee Table

	Meeting Room North OR South <i>(2-hour minimum)</i>	Meeting Room North & South Combined <i>(2-hour minimum)</i>	Bonnie Finn Conference Room <i>(1-hour minimum)</i>
Cost	\$60 per hour \$250 all day	\$120 per hour \$500 all day	\$30 per hour \$150 all day
Cost + 50% Bedford resident discount¹	\$30 per hour \$125 all day	\$60 per hour \$250 all day	\$15 per hour \$75 all day
Cost + 25% Non-profit discount²	\$45 per hour \$187.50 all day	\$90 per hour \$375 all day	\$22.50 per hour \$112.50 all day
Maximum occupancy³	81 seated & no tables 162 standing 36-54 people seated with max. 18 tables	162 seated & no tables 324 standing 72-108 people seated with max. 36 tables	14 seated at conference table + 6 additional seats against the wall
Cost of optional amenities	A/V equipment (projector, screen, mics) - \$75 flat fee Kitchen area: \$25 flat fee		Use of projector included at no fee
Features	Tables and chairs Wireless internet	Tables and chairs Wireless internet	Conference table & chairs Wireless internet Data projector (+ library-supplied VGA cable or HDMI cable) Windows desktop computer
Late Fee	For all reservations: The renter will be charged a late fee of \$50 per every 15 minutes the renter and/or attendees remain in the meeting space beyond the agreed-upon end time. E.g. If the reservation ends at 2:00pm but the renter has not cleaned, vacated, & checked-out with Library staff until 2:30pm, the renter will be charged \$100. Late minutes will be rounded to the nearest 15-minute interval.		

¹ Proof of residency or property ownership must be presented.

² All non-profit groups must present written verification of their non-profit status

³ The number of people in a room must not exceed the maximum occupancy quantity as established by City of Bedford Fire Codes.



Requesting a Room Reservation

- 1.1 Bedford Public Library meeting spaces are available to rent on a first come, first served basis and only during BPL operating hours. Reservation requests must be submitted no earlier than three (3) months in advance and no later than 48 hours in advance of the meeting date. No more than 12 reservations are permitted by any one individual or organization in a calendar year. Reservations are not transferable from one individual or organization to another.
- 1.2 All reservations are subject to cancellation in the instance that the Library or City require the room for its purposes or an exceptional event, like inclement weather, occurs. In such cases, the Library shall notify the applicant as early as is feasible. The Renter will be given the opportunity to reschedule the event. If no suitable date can be found, a full refund will be made.
- 1.3 Library staff will respond to room reservation requests within 3 business days of the request submission. The Library reserves the right to refuse any reservation request.
- 1.4 The person submitting the reservation request must be both an adult of at least 18 years and an authorized representative of the organization holding the meeting.
- 1.5 In order to complete the reservation request, all reservation fees must be paid in full no later than seven (7) days after the Renter receives confirmation that the reservation is approved. The reservation will not be complete until the payment is received. Failure to pay the fees within seven (7) days will result in cancellation of the reservation.
- 1.6 Notice of cancellation must be made by the person who reserved the room, or their authorized agent, no later than 48 hours in advance of the scheduled reservation in order to receive a full refund. Failure to cancel at least 48 hours in advance of the scheduled reservation will result in forfeiture of all fees.
- 1.7 Permission to use the meeting rooms shall not, in any way, constitute an endorsement of the group, its policies or activities, by the Library or by the City of Bedford.
- 1.8 Use of the Library's phone number as a contact for any meeting/event held at the Library, including but not limited to written, verbal, or online event promotions is prohibited without prior approval by the Library. The Library will not serve as a point of information referral for patrons who may have questions regarding the meeting or who wish to contact the meeting organizers.
- 1.9 Any publicity or marketing materials that include the Library's name and contact information must include the disclaimer: "This event is not sponsored by the Bedford Public Library or the City of Bedford."
- 1.10 The Library reserves the right to have a staff member present at any event held in the library.
- 1.11 The City of Bedford reserves the right to determine if police security is required during a scheduled activity. The City of Bedford will determine the number of officers and hours required. The Renter is responsible for this expense and should make appropriate payment arrangements separately from the room reservation fee.

Check-in & Room Set-Up

- 2.1 Upon arrival on the day of the event, the Renter must check in at the Information Desk and give a staff member his/her Driver License or state-issued ID card to hold until the event is over. This ensures the Renter returns to the Information Desk to complete check-out procedures with a staff member. The Driver License will be returned to the Renter upon check-out.
- 2.2 All event attendees and participants are subject to the rules for acceptable and appropriate behavior outlined in the Library's Code of Conduct and Responsibilities, found at www.bedfordlibrary.org under Administrative



Guidelines. Engaging in conduct that disrupts or interferes with the normal operation of the library, or disturbs staff and library users is prohibited.

- 2.3 Renters are responsible for all set-up, including tables and chairs, and clean-up, all of which must take place during the reservation period. Renters are permitted to rearrange meeting room furniture, as long as the room is returned to its original configuration. It is the Renter's responsibility to let the Library know at least a day in advance if more tables and chairs than the room includes by default will be needed. Keep in mind, the number of attendees cannot exceed the maximum occupancy of the room as indicated in the Meeting Room Fee Table on page 1.

Restrictions: Decorations, Food, & Drink

- 3.1 No physical changes to the rooms shall be allowed except for rearrangement of furniture.
- 3.2 Any decorative materials must be approved by the Library. Open flames are prohibited. The Renter shall not attach nor remove anything from the walls, furniture, or other equipment without prior authorization. Should authorization be granted, Library staff will dictate the method of attaching materials. Items on display or exhibits may not be disturbed.
- 3.3 Extension cords, if needed, must be provided by the Renter and must be used in a safe manner (e.g. no cords across aisles or walkways). Use of heavy-duty and outdoor extension cords must be pre-approved by Library staff.
- 3.4 Refreshments may be served, however, alcoholic beverages are prohibited.
- 3.5 Smoking and vaping are prohibited.
- 3.6 Kitchen facilities, if rented, must be left in a clean and orderly condition.
- 3.7 All caterers must be approved by the Library. All caterers must provide a Certificate of Insurance with the City of Bedford named as an additional insured on said certificate.

Meeting Room A/V Equipment

- 4.1 The Renter should have indicated in the Room Request Application, or otherwise in advance of the reservation date, if Library A/V equipment will be needed (e.g. projector, microphone, etc.). See the Meeting Room Fee Table on page 1 for available equipment and associated fees.
- 4.2 If A/V equipment is needed, the Renter should contact the Senior Library Assistant at (817) 952-2342 at least a day in advance of the reservation date to make an appointment to test the Library's equipment with the Renter's equipment to ensure they are compatible. Library staff might not be available to assist the Renter with troubleshooting technical issues if they occur during the meeting.

Check-Out

- 5.1 The room must be returned to its original state and completely vacated by the agreed-upon end time of the reservation. For meetings near the end of the Library operating day, the room must be vacated 15 minutes before the Library closes.
- 5.2 Renter is responsible for returning the furniture to its original configuration and any additional tables and chairs used during the meeting to the appropriate storage areas. Renter agrees to leave the premises in good condition. Trash bags and any required cleaning supplies must be supplied by the Renter.
- 5.3 The Library reserves the right to refuse subsequent meeting reservations if Renter and/or occupants do not vacate by the end of the confirmed reservation time.



- 5.4 After the room is entirely vacated, the Renter should go to the Information Desk to retrieve their photo I.D. given at check-in and to allow Library staff to complete the check-out process, turn off the A/V equipment (if applicable), and lock the room.

- 5.5 Renter agrees to assume all responsibility for proper use, clean-up, and any damages, done to the equipment, furniture, premises and/or property as a result of their usage. The Library staff will inspect and assess any damages within three (3) days of an event and attempt to notify the Renter of any damages within this same period. Renter assumes all costs for repair and/or replacement based on the City of Bedford's assessment of damages.

The Renter agrees to comply with Library and City policies and with all applicable laws, including the regulations and codes of the City of Bedford. Failure to do so may result in the loss of future use and other action deemed appropriate by the Bedford Public Library and/or the City of Bedford.

