

MEETING AND TECHNOLOGY ROOM

POLICY

Updated April 27, 2022

The East Grand Forks Campbell Library Meeting Room, Technology Room, Story Hour Room and Study Rooms are available for a fee.

A Library Card is required for all reservations. Rooms may be scheduled no more than 45 days in advance. Each organization may schedule rooms up to twice a month.

Any of the Library's or City's equipment to be used during a meeting, must be scheduled in advance and availability confirmed.

Fees

Reservation fee*	\$25 (applied to rental fee)
(not refundable after 30 days from reservation)	
Up to 4 hours	\$50
Over 4 hours	\$100
With prior approval of hours:	
Opening the Library before regular hours	\$25/hour (additional)
Closing the Library after regular hours	\$25/hour (additional)

*All rental reservations require a \$25 fee at the time of reservation, which is nonrefundable after 30 days from initial reservation. This fee will be applied towards the rental fee.

Group Designations That May be Eligible for a Fee Waiver (Library card is still required)

- Non-profit or government organizations Must have an EIN #
- Program Partners—approved by the Library Board
- Significant Community Impact—Determined by the Library Board
(Fee Waiver application to Board a month before meeting for approval)
- Zoom Court, employment interviews or medical appointments (1 hour limit)

An additional fee will be charged if the group's use results in necessary repair to Library furnishings or equipment or if excessive clean up is required. This fee is at the discretion of the Library Director.

Groups are responsible for discipline and leaving the facilities in clean condition and good repair. The renter will provide a supervising adult to be present for groups of children and young adults. The library cannot be responsible for storing material for groups using the room.

Reservations can be made at the Circulation Desk for use of any room, by phoning the library or online at www.egflibrary.org. Staff can answer any questions or refer a special request to the Public Services Librarian or Director.

The Library Board and staff reserve the right to refuse the use of any meeting room to any group or individual.