



## Meeting Room Policies

Queset House is an extension of the library and for the use of the library. The rooms within Queset House are designated for specific purposes, some with related computer equipment. The rooms provide workspaces for informational meetings, presentations, and small group discussions. All rooms have wireless internet connectivity. These spaces are normally used on a walk-in first, come first served basis, if no prior reservation has been made by either the library or an outside entity. Selected rental times may be discussed with library staff for appropriate activities and if other space is not available.

- When not in use by the library, meeting rooms can be used by nonprofit community groups and other organizations for a fee.
- Meeting room use is limited to days that the Ames Free Library is open, and as such cannot be accommodated on Sundays, holidays, or other days when the Library is closed to the public.
- In the case of conflicting requests, priority is given to: the library, its Board, and other related organizations; Government agencies, either local, state, or federal; Non-profit organizations; all others.
- Meeting room space is intended for specific events rather than regularly scheduled meetings (e.g., monthly). However, we welcome inquiries and may accommodate such meetings if space is available with an advance reservation of no more than 30 days.
- A maximum of 4 reservations can be made per individual/organization per month.
- Meeting Room use by more than 30 people cannot be accommodated; for events of that size, please inquire into a Private Event Rental at [www.amesfreelibrary.org/renting-queset-house.org](http://www.amesfreelibrary.org/renting-queset-house.org).
- Fees are listed below and donations are always welcome. Room rental fees are paid to the Ames Free Library to support maintenance and programming at Queset House.
- A signature on the *Application for Use of Queset House Meeting Room* constitutes an agreement to abide by all Queset House rules and provisions.
- Failure to follow any of the Queset House rules and provisions will be considered grounds to deny any future Queset House meeting room use request or event rental.
- The Ames Free Library, its Board of Directors, and any agent of the Library may cancel a meeting at any time if any Queset House rules or provisions are violated by a renter or any member of their party.
- The Library makes rooms available on equal terms to all persons and groups, regardless of opinion or affiliation. By making a meeting room available as a forum, the library does not sponsor or endorse the views of any group.



## **Description of Rooms**

### Presentation Commons – 1<sup>st</sup> Floor

This formal wood-paneled, former dining room provides an elegant setting for conference or theater-style seating. It is ideal for presentations and small luncheons or dinners. A banquet table seats 18; row seating accommodates 30 chairs. Equipped with video projector, screen, and sound equipment, DVD/Blu-ray, data network, and kitchen. An enclosed porch connects the room with the House's walled garden.

### Conference Room – 2<sup>nd</sup> Floor

Ideal for workshops, classroom-style activities, or theater seating, this room provides a professional and private setting. Up to eight task tables may be configured as needed, providing classroom or conference seating for 12. By removing the tables, rows of chairs can accommodate 30 people. Equipped with a 70" high-definition TV screen, DVD/Blu-ray, and data network. By special arrangement, presentations may be simulcast to or from the 1<sup>st</sup> floor Presentation Commons.

### ***Smaller workspaces***

#### Makerspace – 2<sup>nd</sup> Floor

A bright corner room with space for group activities and instructional meetings for crafts such as knitting, quilting, simple robotics, and beading. Up to 10 people can work together at the table provided.

#### Information Café – 1<sup>st</sup> Floor

This intimate space is ideal for smaller groups of 6-8 people. Three smaller tables can be used for one on one discussions, or brought together to seat up to 8 people.

#### Library Room – 1<sup>st</sup> Floor

A study perfect for four people to meet, either in comfort around a coffee table, or in the small, windowed alcove.



## Rental Fees

Payment is based on the organizational tier using the room, the amount of time reserved, and if that time coincides with the Ames Free Library's open hours.

Organizational Tier	1 Room, Open Hours (Mon. – Thur. 10 am – 8 pm, Fri. – Sat. 10 am – 5 pm)	1 Room, After Hours
<b>Tier I:</b> Government Agencies: Local, State, or Federal	Free	\$25.00 per hour
<b>Tier II:</b> Non-Profit Civic, Cultural, Educational, or Community Groups	\$25.00 per hour	\$50.00 per hour
<b>Tier III:</b> For-Profit Business or Personal, Private Use	\$50.00 per hour	\$100.00 per hour

- A security deposit of 33% of the total rental fee, refundable within 2 weeks after the rental is complete and the room(s) checked, is required to hold the date.
- In the event that there is any damage to the House or room(s), the property is left dirty, or you leave after your rental time, the security deposit will be forfeited.
- Full payment is due 7 days prior to the scheduled event.
- Checks should be made out to the *Ames Free Library*.
- Credit/debit card payments are subject to a processing fee of 2.9% + \$0.30.
- An invoice can be provided by request.
- There is no early entry or late departure. Any set up and/or clean-up must occur within the established rental time.



## Qualifications for Exemptions from Rental Fees and After-hours Use

Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by agencies of town and regional government groups are exempt from rental fees. In general, there is no charge for group events that are educational, free, and open to the public during the regular operating hours of the library; please contact the library to see if your event meets these criteria.

After-hours use by any group for any reason is fee based and needs to be scheduled a minimum of 3 days in advance.

## Special Provisions and Guidelines

- An adult sponsor must accompany groups of high school age and younger children for all room reservations. There must be at minimum 1 adult sponsor for every 5 minors.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure of Queset House.
- The library provides seating and tables, but meeting room set-up is the responsibility of the applicant. Groups using rooms may arrange the tables and chairs as they choose, providing they do not block marked fire exits and/or scuff the floors. **All rooms used must be returned to their original conditions.**
- Items to be displayed cannot be taped or tacked to the walls or moldings.
- Light refreshments are permitted, but all trash, utensils, and leftover food must be carried out. No food is allowed outside of the designated room that has been reserved. **Rooms must be left clean.** Trash and recycle bins are located next to the Main Library Building.
- Organizations are responsible for bringing their own supplies and utensils if refreshments are served.
- No open flame/candles are allowed.
- Intrusion of any group, activities, or displays into areas not reserved in advance is not allowed; this includes halls and other rooms.
- The library campus (Queset House, Queset Garden, Main Library) is 100% smoke-free; this includes electronic cigarettes, vape pens, and other, similar products.
- The Library Board and the Town of Easton or their employees or agents are not liable for any claims arising out of the use of this facility.



## **Training**

Queset House provides a high-tech environment with state of the art multi-use equipment and controls. Any person using meeting room technology must receive training from the library staff prior to the scheduled meeting or event and must be at least 18 years old.

## **Liquor License**

If you are planning an event that will require liquor liability insurance, the reservation process with the town of Easton should be initiated at least 30 days prior to the event.

## **Fundraising**

Outside for-profit or non-profit groups renting or using the space at Queset House are permitted to host fundraisers only if they are of benefit to the Ames Free Library campus. Fundraising events require prior approval by the Ames Free Library Board of Directors.

## **Publicity**

In allowing a group to use a room, the Board and library staff does not imply any endorsement of the group's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Ames Free Library, the Board, the Board members individually, the Town, or the library staff sponsor or endorse in any way the meeting, the group, or any particular set of ideas.

Advertising materials may include the location address, but not the library's phone number or email address for information.

## **Parking**

The Queset House has 25 parking spaces available for staff and visitors. Groups using the Queset House during the library's open hours will not be granted priority over available parking spaces. Groups expecting over 15 attendees should consider carpools. Parking at the main library parking lot is available only when the library is closed. Additional public parking can be found at Easton's public parking lot located behind the Children's Museum (Mechanic Street off of Sullivan Ave), and the Rockery (where Barrows Street and Main Street meet), both of which are a 5-minute walk from Queset House.

## **Private Social Events**

Queset House is available on selected days and evenings for private functions such as birthday parties, family events, or celebrations. Interested parties, and events of more than 30 people should submit a request online at <https://amesfreelibrary.org/renting-queset-house>

## **Applying for Meeting Room Use**

Please fill out the attached *Application for Use of Queset House Meeting Rooms* and return it to the Ames Free Library. Approval will be based upon room availability and other considerations that will be discussed with you by a library representative.



## Application for Use of Queset House Meeting Rooms

Please fill in this form and submit it to the Assistant Director at the address, email or fax given below:

Organization/Individual \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Contact \_\_\_\_\_

Telephones \_\_\_\_\_ E-mail \_\_\_\_\_

Onsite person \_\_\_\_\_ Cell \_\_\_\_\_

Date of event \_\_\_\_\_ Number of Persons Attending \_\_\_\_\_

Arrival time (includes set up) \_\_\_\_\_ Departure time (includes clean up) \_\_\_\_\_

***There is no early entry or late departure. Events must be cleaned up and premises vacated by the departure time or the security deposit will be forfeited.***

Room(s) Requested \_\_\_\_\_

Description of event \_\_\_\_\_

Special Requests \_\_\_\_\_

Fee is based on hours reserved per room (open hours/after hours) by Tier I – Government agency (\$0/\$25); Tier II – Non-profits (\$25/50); Tier III – Business or private use (\$50/\$100)

Tier: \_\_\_\_\_

Open Hours: \_\_\_\_\_

After Hours: \_\_\_\_\_

Total: \$ \_\_\_\_\_

Security Deposit (33% of Total):\$ \_\_\_\_\_

By signing below, you agree to all of the terms and conditions listed in the *Queset House Meeting Room Policies*, acknowledge that any gathering carries a risk of spreading COVID-19, and agree that the Ames Free Library of Easton is not responsible for any incident or infection as a result of the planned event.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Library Representative \_\_\_\_\_ Date \_\_\_\_\_