

# O'Neal Library Meeting Room Policy

The O'Neal Library provides a meeting room and a conference room for use by library card holders.

The fact that a group is permitted to meet at O'Neal Library does not in any way constitute an endorsement of the group's policies or beliefs.

The primary purpose of Library meeting rooms is to serve the needs of library-sponsored programs and services and such functions will always have priority. The Mountain Brook Library Foundation, The Friends of the O'Neal Library and The Junior Women's Committee of 100 will use the rooms at no cost.

## Reservations

Reservation Fees – Pricing for reservations is by 4-hour blocks. If additional time is needed, then an additional 4-hour block must be reserved.

- Non-Commercial/Civic/Educational Group Use
  - Large Meeting Room \$50 for 4 hours or less
  - Conference Room \$20 for 4 hours or less
- Commercial Group Use (no promotion or direct sales)
  - Large Meeting Room \$125 per 4 hours or less
  - Conference Room \$50 per 4 hours or less
- Social Event (no children's birthday parties permitted)
  - Large Meeting Room \$250 per 4 hours or less + \$200 deposit

## Other Fees

- Deposits must be made by check 24 hours before date of booking. Deposit will be returned or destroyed after the booking.
- Cleaning Fee, if necessary
  - Large Meeting Room, cost of cleaning or \$100 minimum
  - Conference Room, cost of cleaning or \$50 minimum
- Set-Up fee is \$25 (see requirements under planning your event)

## Requirements

- A valid Jefferson County Library Card is required to make a reservation.
- You must be 21 years of age or have an adult sponsor in attendance at your event.
- Reservations must be placed on-line via [oneallibrary.org](http://oneallibrary.org)
- Reservations can only be placed up to 90 days in advance.
- Fees must be paid in advance via [oneallibrary.org](http://oneallibrary.org). Credit cards will be charged when reservation is approved by staff, usually within 24-48 hours.
- Reservations are limited to the time specified when booking a room. Set-up and clean-up time should be included in the reservation.

## Planning Your Event

- The Large Meeting Room is available to rent 7 am – 11 pm, Monday through Sunday.
- The Conference Room is available to rent during the Library's hours of operations.
- Children's birthday parties are not permitted.
- If the meeting will be held after Library hours, a key to the exterior door of the Large Meeting Room will be issued to the person who made the reservation no sooner than one business day in advance of the meeting reservation date. The key must be returned by the following day or a \$10 charge will be assessed.
- Alcoholic beverages may not be served or sold during Library hours by groups renting the rooms. White wine, champagne and beer containing no more than 14% alcohol may be served at events held after library operating hours. See Alcohol Policy.
- No food or beverages may be served outside the meeting rooms.
- Staff will set-up the room if requested and paid for when the reservation is placed if and the event takes place during specified hours.

### **ALCOHOL POLICY**

If you would like to serve alcohol at your event:

- \$500 deposit is required at the time of reservation
- Renters must hire an off-duty uniformed Mountain Brook Police Officer for the duration of the event.

## Rooms Available to Rent

### Large Meeting Room (capacity 175)

- 105 chairs, 30 two-person tables, 2 large serving tables, small podium
- Access to a small kitchenette located between the Conference Room and the Large Meeting Room, with a microwave, mini-fridge, warming oven, coffee pot, and icemaker
- Projector with DVD/Blu-Ray player
- Microphones and audio-visual cables are available on request in advance of the meeting.
- Assistance with audio visual equipment is only available during library operating hours and must be requested in advance

### Conference Room (capacity 25)

- 12 rolling leather chairs, 1 stationary wood table
- 13 additional stacking chairs and small podium may be available upon request
- Access to a small kitchenette located between the Conference Room and the Large Meeting Room, with a microwave, mini-fridge, warming oven, coffee pot, and icemaker
- Large wall-mounted TV with HDMI inputs
- Audio visual cables are available on request in advance of the meeting

## Not Included in Your Reservation

- Porter services or any assistance in loading or carrying items into the meeting rooms

- Set-up services by library staff unless requested and paid for in advance and reservation is during specified hours
- Extensive assistance with audio-visual equipment unless requested in advance and reservation is during library operating hours.

## Refunds & Cancellations

- If the Library is closed due to unforeseen circumstances when the event is scheduled, then library staff will contact you to re-schedule your meeting or refund your rental fee.
- All cancellations must be made at least one week in advance to receive a refund.
- Reservations may be rescheduled up to the day of the reservation at no additional charge.

## We Ask That You

- Leave the facility in good order with doors locked and lights turned off.
- Remove all materials used in your meeting at the end of your event.
- Place all trash in the receptacles provided.
- Contact library staff if you would like to discuss bringing in supplemental furniture or elaborate decorations.

## Renters May Not

- Use any tobacco products per City Ordinance.
- Use candles or incense or other open flames except for Sterno.
- Exceed the capacity of the room as described above.
- Use the Library as their mailing address.
- State or imply that the Library sponsors or endorses their meeting.
- Place signs on the Library building or grounds advertising non-library events without prior approval from the Library Director.
- Create excessive noise or disruption to the functions of the Library.
- Fail to follow staff directions during inclement weather or other emergencies.