

Sanibel Public Library
Meeting Room Rental Procedures

The Library has 4 meeting rooms that can be used by non profit groups.

Capacity: Rooms 1, 2 and 3 can accommodate 30 people.
 Room 4 can accommodate 75 people.

- Fees: \$20.00 for each 4 hour session, morning, afternoon or evening, payable in advance.
- Checks can be dropped off or mailed and should be addressed to the Sanibel Public Library.
- Checks are recorded on the Day Sheet under Meeting Rooms and the money is included in the cash drawer tally. (see also Day Sheet procedures)
- Payment is also recorded on the Meeting Room Reservation Form.
- There is no charge for programs sponsored by the Library.
- Cancellation notice of 48 hours is required. A refund may be issued if the cancellation is within 48 hours prior to the reservation date. The Library reserves the right to cancel meetings or arrange for an alternate time if the room is needed for Library activities, meetings or business.
- Equipment Available: Lectern, overhead projector/screen, white board, slide and 16mm projectors, TV/VCR, power point projector.
- Items may be used in the meeting rooms.
Reservations for equipment must be made in advance.

For Staff to Schedule a Meeting Room:

- Check availability of date, room and time on the master Meeting Room Calendar, located on the Office Manager's desk.
- Record the group's name, time and room requested on the master calendar. The Office Manager will also record the information on the computer in the calendar kept on Outlook Express. Advise the Office Manager of any changes, additions or deletions made in the meeting room books.
- Complete the Meeting Room Reservation Form in the small black meeting room book, located on the Office Manager's desk.
- File the completed form alphabetically in the black book.
- Be sure to inform the party of the following:
 - Fees are due in advance of the meeting date.
 - Groups can pick up their keys and Meeting Room Information forms from the Office Manager.
 - Keys and completed forms should be returned to the Office Manager.
 - After hours, keys and forms can be placed in the Book Drop.

- Furniture may be rearranged for the meeting, but must be returned to the original set up.
- Light refreshments may be served; all trash must be removed from the Library premises.
- Groups are responsible for any damages.
- Statistical information is gathered from completed Meeting Room Information Form and recorded on the Meeting Room Reservation Form. (see also Statistics)