

# Malvern, Iowa Public Library

## Carnegie Conference Center Policies and Regulations

### *Purpose*

In keeping with the Malvern Public Library's mission to offer a welcoming place for community interactions, the Carnegie Conference Center is available to community groups for informational, educational, and cultural meetings and programs. It is also available to non-community organizations for assemblies, family gatherings, seminars, workshops, and other events for nominal fees.

### *Eligibility of Users*

The Library Director and the Board of Trustees will determine use of the Conference Center and its facilities and shall not be based on gender, marital status, politics, religion, national origin, race or any other such consideration. Reservations must be made by a responsible adult 21 years of age or older.

- Parties for children are allowed only by library sponsorship or at the discretion of the Library Director and Board of Trustees.
- Study groups and individuals can use the Conference Center upon availability during library hours at no cost, excluding the kitchen and its provisions.
- Library and Friends of the Library events take priority over all other events.

### *Fees*

The Conference Center is available at no cost for library, Friends of the Malvern Public Library, and city-sponsored events. Other organizations that wish to use the facility may do so at the following rates at the discretion of the Library Director and Trustees:

- **\$20 per non-profit or educational event**
- **\$45 per event - up to 4 hours**
- **\$80 per event - 4-10 hours**
- **\$20 per event per day for kitchen use; no charge for coffeemaker use only**
- **\$100 refundable damage deposit**
- **\$20 per non-business hour\***

\*Renters must make prior arrangements with the Library Director if they want to extend an event scheduled during regular library hours beyond closing of the library. A **\$20 per hour** fee applies.

If the Library Director determines that extra staff is necessary before, during or after an event, the Renter will be charged the going hourly rate for the time extra staff is on duty.

## ***Reservations and Payment***

- All individuals or organizations wishing to use the meeting room and its facilities must complete the reservation and rental agreement form (see appendix) at least one week in advance and return it to the Library Director.
- Meeting rooms can be booked tentatively by phone, but the completed application and payment must be received within five business days, or the booking will be cancelled.
- Reservations cannot be scheduled more than six months in advance.
- Payment is due at the time of reservation and can be made with purchase order with prior approval. **A 50% cancellation fee applies** with the exception of weather-related cancellations.
- Room bookings are subject to cancellation by the Library Director or Board of Trustees with two week's notice. No cancellation fee will apply.
- The Library reserves the right to limit the number of reservations by any organization or individual.
- For a tour of the Conference Center, please schedule an appointment with Library staff. Staff is not available to provide walk-in tours.

Send completed applications to:

Malvern Public Library  
502 Main St  
PO Box 180  
Malvern, IA 51551

Direct inquiries to:

712-624-8554 (phone)  
712-624-8245 (fax)  
[malvernlibrary@gwestoffice.net](mailto:malvernlibrary@gwestoffice.net)

## ***Responsibility of Conference Room Users***

- It shall be the responsibility of the renter to unlock the Conference Center for their event. The Conference Center key must be returned immediately after the event by placing it in the library's outdoor book depository. Failure to return immediately will result in forfeiture of the rental deposit and may result in denial of future conference room rental.
- The renter must ensure that all lights are turned off and all doors are locked and secure upon leaving the premises by 10 PM.
- Activity and noise levels must not disrupt regular library activities.
- Absolutely no alcoholic beverages, illegal drugs, or weapons are permitted on the premises.
- The Conference Center, including hallways and rest rooms, is a no smoking facility.
- No pets or animals are allowed with the exception of those assisting disabled individuals.
- Confetti and other such small, decorative items are not allowed.
- Attaching any item to any wall in any manner is not allowed.
- The Conference Center's kitchen, including the coffee maker, microwave oven, refrigerator, and electric range, are available for kitchen rental use. The renter must provide all other necessary equipment.
- All food and beverages must be removed immediately following the scheduled event. All trash and garbage must be placed in receptacles provided by the Library.
- The Conference Center, including the kitchen, must be returned to an orderly manner as it was before the scheduled event. This includes tables, chairs, and other furnishings moved during the event.
- Anything being taken into the Library or Conference Center may be subject to examination at the request of the Library Director.

- Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of future use of the Conference Center.
- The Library can provide some audio/visual equipment if prearranged and returned by the renter. A projector screen and wireless Internet are available at no charge.
- The Library is responsible for basic janitorial duties, such as vacuuming, cleaning floors, counters, and bathrooms. However, if the Library Director and Board of Trustees determine that cleaning, reorganization, or repair beyond these basic provisions is necessary, the Renter's deposit will not be refunded. This is especially true for any kind of stain: use food, beverages, paints and inks with discretion. A checklist is enclosed to help the Renter avoid loss of deposit.

### ***Checklist***

- Trash picked up and in receptacles
- All food and beverage items removed
- Oven turned off
- Refrigerator door closed
- Coffeemaker clean and unplugged
- All spills wiped up
- Chairs, tables, and other furnishings returned to original locations
- All lights turned off
- All doors locked and secure
- Key returned to Library Director or book depository

### ***Disclaimer***

The Renter agrees to indemnify and hold harmless the City and all of its officers, employees, and agents from any and all claims, demands, suits, causes of action or judgments any person may have as a result of damages or injury suffered while utilizing the Conference Center and its premises.

The Library is not responsible for theft, loss or damage of any personal property.