



**City of Lake Wales Public Library  
Rules and Regulations for Group Use – Schoenoff Meeting Room**

All groups will adhere to the general rules and regulations regarding the meeting room.

**Reservation of the meeting room and equipment**

1. The Library will have first choice of dates and times for the meeting room for Library Events.
2. Individual reserving the room must be 21 years of age and provide proof of age.
3. Individual must have a valid PCLC card in good standing.
4. Reservation of the facility for meetings or other functions requires coordination with the library's meeting room representative at least 48 hours in advance. Complete the [online form](#) on the Library's website to make a reservation request. If you do not have access to the online form, please call 863-678-4004, ext. 2302.
5. Reservation of audio-visual equipment must be made at least 24 hours in advance of the scheduled meeting. Equipment available: large display monitor, micro-computer, laptop computer, and handheld microphone with speakers.
6. Use of the facility for conducting worship services or religious ceremonies is not permitted.
7. Use of the facility for private social gatherings (birthdays, showers, weddings, parties, etc.) is not permitted.

**Fees**

All fees will be paid in advance of the scheduled event, unless other arrangements are made with library staff. If damage to the facility occurs, the group/individual renting the facility will be charged for repairs.

Non-profit organizations in possession of a valid proof of non-profit status:

- No charge, all rules and regulations listed below apply.
- For profit organizations and businesses:
  - \$50.00 flat fee, including applicable State of Florida Sales Tax. Fees established by Library Director per Ordinance 2023-36 effective 2/20/2024.
  - All rules and regulations listed below apply.
- Library sponsored programs:
  - No charge, all rules and regulations listed below apply.
- City of Lake Wales or other government organization sponsored events:
  - No charge, all rules and regulations listed below apply.

- Charge for damages or room not cleaned:
  - \$50.00

### **Rules and Regulations**

1. No alcohol or smoking is permitted in the meeting room. Any damage including stains, spills, etc. resulting from the service of food will be the responsibility of the group/individual using the meeting room.
2. The Library's South parking lot is available for individuals using the meeting room. Entry into the main library via the meeting room stairs after library hours is prohibited.
3. The Library assumes no responsibility for the loss of or damage to personal property used or left in the library's meeting room by persons renting or using the meeting room. All personal property, equipment, and materials not the property of the Library must be removed at the end of each scheduled session. Storage is not available.
4. The sponsor of the scheduled event is solely responsible for any accidents, injuries, or damaged property resulting from the use of the meeting room.
5. Any groups or organizations using the meeting room are responsible for setting up and breaking down the room according to their needs. The library staff is not responsible for the set up or break down of the room.
  - a. The room should be completely cleared of tables and chairs at the end of each meeting, unless previously arranged with library staff.
  - b. Tables and chairs must be returned to the closet at the front of the meeting room.
  - c. All lights should be turned out in the restrooms, outer foyer, and meeting room.
  - d. All doors must be locked securely.
  - e. If all steps are not followed by the group using the room, whether they are a non-profit or an organization renting the room, a \$78.62 clean-up fee will be charged.
6. The party reserving the meeting room will receive a copy of the Rules and Regulations.