



Room Rental Policy

South Central Regional Library Council's John H. Martin Learning Center may be available for rental to outside organizations.

Availability

- The John H. Martin Learning Center may be available for rental Monday – Friday, 8:30-4:30; other times are dependent upon staff availability.
- Outside of regular hours, users will be charged an additional fee (see below).
- Priority is given to SCRLC programs and events, followed by SCRLC members, other library-related groups, non-library 501(c)(3) organizations, and for-profit institutions.
- SCRLC reserves the right to cancel advance reservations in favor of library programming with 35 business days of notice.
- To check availability, contact SCRLC at 607-2739106 or dcapalongo@scrlc.org.
- SCRLC reserves the right to decline requests.

Facilities

- Ten tables, 20 chairs
- Projector and screen
- Smart Board, white board, easels
- Kitchen (microwave, refrigerator, sink, hot water)
- Two bathrooms
- Wi-Fi
- Conferencing software

Expectations

- Renters wishing to use the projector, screen, equipment, and conferencing software must make arrangements for training at a time convenient to SCRLC prior to the event.
- The room, all equipment, and furnishings are to be returned to their starting condition at the conclusion of the event; otherwise, a \$25 cleaning fee will be charged.
- The renter is responsible for repairs and replacement of damaged equipment or furnishings.
- Renters and their constituents are expected to follow SCRLC's Internet Access Policy.
- Organizations using SCRLC's facility are required to have a certificate of insurance naming SCRLC as additional insuree.

FOOD

- Renters are welcome to serve light refreshments.
- Alcohol is not permitted in the SCRLC offices.

- SCRLC does not supply kitchen appliances, utensils, cups, glasses, dishes, or paper products to serve refreshments.

METHOD OF PAYMENT

- The preferred method of payment is by check. Credit card payments will incur a 3% surcharge.
- The renter will be invoiced after the event.

REFUND POLICY

- Refunds will be issued to groups that cancel if notice of cancellation is made 10 business days prior to the scheduled date.
- Organizations will be charged if the cancellation occurs after that date.

Rates:

\$15 per hour 8:30-4:30; \$30 per hour after hours. A program series may be negotiated at a different rate for 501(c)(3) organizations.

SCRLC does not discriminate on the basis of race, ethnicity, national origin, gender, age, religion, marital status, veteran status, disability, sexual orientation or any other characteristic protected by law.

Approved by the Board of Trustees, May 19, 2017