

Table of Contents

Meeting Room Policy and Guidelines

POLICY	2
PURPOSE	2
RESERVING SPACE	2
SPACE PRIORITY	2
PROHIBITED ACTIVITIES	2
CUSTOMER CONDUCT POLICY	2
INSURANCE REQUIREMENT	3
CATERING	3
FEES AND CHARGES	3
RESTRICTIONS	3
DELEGATION	3
GUIDELINES	4
ROOM AVAILABILITY	4
<i>For Non-Profit</i>	4
<i>For-Profit</i>	4
LIBRARY MEETING ROOMS AND EVENT SPACES	4
<i>Meeting Rooms</i>	4
<i>Event Spaces</i>	5
HOW TO RESERVE A MEETING ROOM	6
<i>Long Term Reservations</i>	6
<i>Cancellations/Refunds</i>	6
<i>Room Set-up</i>	7
<i>Building Logistics</i>	7
<i>Food Service and Catering</i>	7
<i>Audiovisual Services and Equipment</i>	7
<i>Other Available Equipment</i>	7
<i>Safety Considerations</i>	7
Exit Doors	7
Room Capacity	7
Candles, Smoke and Open Flames	8
Decorations	8
Electrical Cords.....	8
Moving Equipment and Furniture	8
<i>Alcoholic Beverages</i>	8
<i>Event Insurance</i>	8
<i>Parking</i>	9
<i>Clean Up</i>	9
AUDIOVISUAL EQUIPMENT LISTING	10
CUSTOMER CONDUCT POLICY	12
ROOM SET UP OPTIONS	14
MEETING ROOM FEE SCHEDULE	16
BUILDING MAP	17



Public Meeting Room Use Policy and Guidelines

Board Approved 4-20-06

Policy

1) Purpose: The Topeka and Shawnee County Public Library encourages public use of meeting rooms as gathering places to exchange ideas, access and share information and participate in programs created for public enjoyment. Pursuant to the authority granted them by Kansas laws¹ this library's Board of Trustees adopts the following rules, regulations and fees for public use of meeting rooms and event spaces.

2) Reserving Space: Any individual or organization desiring to reserve meeting or gathering space at the library must first contact the events coordinator.

3) Space Priority: Programs and functions hosted or presented by the library are entitled to priority, including the necessity for the library to cancel a reservation made by a non-library organization or individual, if the space is needed for library purposes.

4) Prohibited Activities: Library meeting rooms and event spaces may not be used for any activity that is incompatible with the library environment or interferes with its operations. Examples of prohibited activities include but are not limited to: weddings, anniversary celebrations, funerals, birthday parties, reunions, dances, private parties, trade shows, conventions or pageants.

Sales of products or services, charging admission or registration fees, and/or soliciting donations other than in conjunction with a program or event sponsored or hosted by the library, The Library Foundation, or the Friends of the Topeka and Shawnee County Public Library are prohibited in meeting rooms and event spaces, provided however, that those hosting meetings or events may recover the actual cost of the printed materials, food and beverages distributed or served at the meeting or event.

5) Customer Conduct Policy: Those hosting meetings and events at the library and their guests agree to abide by all policies and regulations relating to the use of library facilities and accept responsibility for any and all damages to the library building, contents and equipment normal wear and tear accepted.

¹ See K.S.A. 12-1265 and 1266(a).

6) Insurance Requirement: At the sole determination of the Executive Director, a comprehensive general liability insurance policy in an amount not less than \$1 million naming the Topeka and Shawnee County Public Library as an additional insured may be required for certain types of events, in which case, the certificate of insurance must be filed with the events coordinator at least one month in advance of the event.

7) Catering: All food and beverages served at events or meetings must be supplied by and purchased from the Millennium Café. Alcoholic beverages may not be served at meetings or events during hours that the library is open to the public.

8) Fees and Charges: The library may charge any and all applicable fees to any organization or individual using meeting rooms and event spaces. Subject to the other terms of this Policy, no room rental fee shall be charged to any non-profit organization or community group, individual or governmental organization holding a meeting or event that is both free and open to the public.

9) Restrictions: The library may impose time, place or manner restrictions on the use of meeting rooms and event spaces to 1) ensure that **all** patrons may use the library to the maximum extent possible, and 2) maintain the library environment.

10) Delegation: The Executive Director or her designee is granted full authority to decide any exception to this Policy and to establish the procedures and fees necessary to implement it.

	TSCPL	TLF	Friends	Government	Community Group	Non-profit	Individual	For-profit
Open Meeting								Fee
Closed Meeting				Fee	Fee	Fee	Fee	Fee
After Hours		Fee	Fee	Fee	Fee	Fee	Fee	Fee

Guidelines

Room Availability

The library reserves first priority for use of any meeting room at all times. In rare instances, the library may pre-empt the scheduled use of a room. Room reservations may not conflict with the library's public operations.

For Non-Profit

- Non-profit groups or organizations may be assessed fees for special equipment or staff operation. See the meeting room fee schedule.
- A signed confirmation shall be presented to the event coordinator at least two (2) weeks in advance of the event.

For-Profit

- For-profit private businesses, individuals, groups or organizations may reserve rooms on an "as available" basis for a rental fee. See meeting room fee schedule.
- A signed confirmation and the deposit shall be presented to the event coordinator at least two (2) weeks in advance of the event. The balance of the contract amount is due to the events coordinator on or before the date of the event.

Library Meeting Rooms and Event Spaces

The Topeka & Shawnee County Public Library has 14 meeting rooms \ event spaces available for public use.

Meeting Rooms:

1. **James C. Marvin Auditorium 101ABC** is a multi-purpose room with available portable stage, audiovisual projection and viewing equipment, podium, lectern and sound system. It is directly adjacent to the main rotunda entry. The auditorium can be sub-divided into three separate rooms, accessible between each room or from the west corridor.
Occupancy: 400 Seating capacity theater style: 400
2. **JCM 101A** is the smallest of the three sub-divided Marvin Auditorium rooms. It is located on the main floor accessible from the west corridor directly across from the Chandler Booktique and from the rotunda.
Occupancy: 100 Seating capacity theater style: 50
3. **JCM 101B** is a sub-divided room of the Marvin Auditorium. It is located on the main floor accessible from the west corridor across from the Chandler Booktique and the Millennium Café.
Occupancy: 160 Seating capacity theater style: 120
4. **JCM 101C** is a sub-divided room of the Marvin Auditorium. It is located on the main floor in the west corridor directly across from the Millennium Café.
Occupancy: 160 Seating capacity theater style: 90

5. **Maxine Jeanes Anton Room 202** is located on the second floor, west corridor. Second floor rooms are accessible by using the first floor elevator or rotunda stairway. This room has a fixed style that cannot be moved and accommodates 18 around the boardroom table.
Occupancy: 48 Seating capacity: 18
6. **Lucille S. Perkins Room 201** is located on the second floor, west corridor next to the Maxine Jeanes Anton Room. Second floor rooms are accessible by using the first floor elevator or rotunda stairway. This room has a fixed style that cannot be moved and accommodates 14 around the boardroom table.
Occupancy: 33 Seating capacity: 14
7. **Langston Hughes Room 205** is located on the second floor, east corridor. Second floor rooms are accessible by the first floor elevator or the rotunda stairway. This room has a fixed style that cannot be moved and accommodates 14 around the boardroom table.
Occupancy: 33 Seating capacity: 14
8. **Menninger Room 206** is located on the second floor, east corridor next to the Langston Hughes Room. It is accessible by the first floor elevator or the rotunda stairway. This room has a fixed style that cannot be moved and accommodates 18 around the boardroom table.
Occupancy: 48 Seating capacity: 18

Event Spaces

The following spaces may be used by special arrangement with the events coordinator.

1. **Computer Training Center 112 A/B** is located on the first floor off the east corridor and has 16 computer workstations. The room can be subdivided into two separate rooms that have 8 computer workstations in each room.
Occupancy: 24
2. **Alice C. Sabatini Gallery 110 ABC** is comprised of three independent galleries.
Occupancy: 125
3. **Library Rotunda 100** may be available for special events on Saturdays after the library closes at 6:00 p.m.
Occupancy: 250
4. **Millennium Café 108** is available for early morning or evening catered meetings from 7:00 a.m. – 9:00 a.m., or after 5:30 p.m. weekdays.
Occupancy: 72
5. **Lingo Story Room 121** is located on the main floor in Youth Services department.
Occupancy:

39

6. **Topeka Room 204** is located on the second floor directly adjacent to the rotunda. It is accessible by the rotunda stairway or by the first floor elevator.
Occupancy: 24

How to Reserve a Meeting Room

- For information about the rooms and details related to their use, please contact the event coordinator at 785-580-4495 during business hours: 8:00a.m.-5:00 p.m., Monday through Friday. Voice mail messages may be left for the event coordinator who will return calls as soon as possible. All room or event requests will be reviewed to determine eligibility.
- Meeting rooms are booked on a first reserved, first served basis.
- **Find out what's available.** Go to tscpl.org/meetings to review what the library offers for facilities, setup and technology.
- **Plan ahead.** You must make a meeting room request at least 72 hours in advance. Events occurring outside regular library hours must be booked at least 8 weeks in advance.
- **Make an account.** First-time users, request an account online prior to making your reservation by going to tscpl.org/meetings.
- **Make your request.** After your account has been set up, make a meeting room request. Follow the instructions on our website.
- The event coordinator will process the room request and provide a written confirmation for the room reservation to the applicant.
- A signed copy of a confirmation form sent to the event coordinator confirms the room reservation.
- If charges are applicable, full payment of the charges must be made to the events coordinator by cash, check or credit card before the date of the event.

Long Term Reservations

- Groups may request consecutive meetings for up to twelve (12) months from the day the request is submitted; however, the library will not guarantee the same location for each time.
- Reservations of up to twelve (12) months in advance from the day the request is submitted can be requested by submitting a completed meeting room request form.

Cancellations/Refunds

- Cancellations must be made at least 24 hours in advance or as soon as possible by submitting the Cancel or Change Reservation form on the website or by calling the events coordinator at 785-580-4495.
- The 24-hour notice is waived for weather-related cancellations.
- The event is not cancelled until the event coordinator issues a notice of cancellation.
- A for-profit room cancellation with less than 24-hours' notice will result in forfeiture of the deposit and the Equipment User Fee, unless the cancellation was initiated by the library. A non-profit room cancellation with less than 24-hours' notice will result in a setup fee charge and the forfeiture of the Equipment User Fee.
- Full refund of the Equipment User Fee and the Room Charge will be given to for-profits if the required 24 hour cancellation notice is given by the customer. Full refund of the Equipment User Fee will be given to non-profits if the required 24 hour cancellation notice is given by the customer.

Room Setup

The event coordinator will assist with a room setup to accommodate meeting needs. Special room setups are limited to designated rooms.

Building Logistics

The building map will provide information on the location of fire exits, restrooms, elevators, drinking fountains, book store/gift shop, Sabatini Gallery, and the Millennium Café.

Food Service and Catering

Full catering services are available through the Millennium Café. No other vendors or private individuals are permitted to bring food or drink into the meeting rooms. If the meeting organizer wishes to provide food and beverages for the meeting, they must be ordered from the Millennium Café at the library.

Upon reserving a library meeting room or event space, the event coordinator will refer groups/individuals to the Millennium Café manager 785-580-4441 for catering needs. The Café management will be responsible for outlining all arrangements for catered food services, invoicing and collection of catering fees. The library is not a party to any arrangement or agreement made between the user and the Millennium Café management. The library assumes no responsibility for catering services.

Audiovisual Services and Equipment

Groups and individuals may bring their own computer or other electronic devices for use in meeting rooms. The library accepts no responsibility or liability regarding the use or care of personally supplied equipment. If needed, the library can provide audiovisual equipment and technical support service. For both For Profit and Non Profit customers, a flat \$25.00 user fee is charged for one (1) piece or a combination of multiple pieces of audiovisual equipment provided by the library. A fee will be charged if library staff is required to operate the equipment. (See audiovisual equipment listing.) If at least \$25.00 in catering is ordered from the Millennium Café, the \$25.00 equipment user fee will be waived.

Full refund of the Equipment User Fee will be given to for-profits and non-profits if the required 24 hour cancellation notice is given by the customer.

Other Available Equipment

- Steinway grand piano -- see fees page 16
- Portable stage for use in Marvin Auditorium rooms only – see fees page 16

Safety Considerations

A number of safety issues connected with holding events at the library are listed below.

Exit Doors

Egress routes may not be obstructed in any way and exit signs must remain clearly visible.
NO EXCEPTIONS!

Room Capacity

The maximum capacity set by law is posted in each meeting room. Exceeding the maximum capacity of a room is prohibited by law.

Candles, Smoke and Open Flames

Candles, incense, fog machine, or any other smoke or flame producing device are not permitted in the library. Such devices could easily set off the fire alarm system which would cause the evacuation of the building and summon the fire department.

Decorations

Decorations used at events cannot obscure exit signs or doors. Nothing may be taped or affixed to any part of the room. Glitter and confetti is strictly prohibited.

Electrical Cords

Use of extension cords can be problematic and must be approved by the events coordinator prior to their use. All extension cords and cords on any equipment must be taped down by library staff.

Moving Equipment and Furniture

If equipment or furniture needs to be moved, use the phone in the meeting room to call for assistance. Should any equipment or furniture be moved, the group will be held financially responsible for any damage caused.

Alcoholic Beverages

It is the policy of the Library Board of Trustees that alcoholic beverage may not be served in the library during hours that the library is open to the public. Alcoholic beverages are restricted to white wine, beer and champagne and may only be served at events scheduled for Saturdays after 6 p.m. or after the library closes to the public. Any exceptions must be approved, in advance, by the executive director or his/her designee.

At events held after library hours, alcoholic beverages may not be served if there are minors present. This clause may not, however, pertain to any group that includes minors as part of the scheduled entertainment. The Library Board of Trustees or its designee must approve this waiver in advance of the event.

An organization requesting to serve alcohol as a part of an after-hours event is required to secure a temporary permit or license, and submit it to the event coordinator [or library administration] two (2) weeks in advance of the event. Any required permits, special insurance or licenses will be the responsibility of the organization hosting the event. The Millennium Café management can provide servers if needed.

Event Insurance

Groups or organizations requesting the use of alcohol must procure and have in force a comprehensive general liability insurance policy to submit to the library two (2) weeks in advance of the event. The limit for bodily injury and property damage shall not be less than \$1,000,000.00 per occurrence. A *certificate of insurance* naming the Topeka and Shawnee County Public Library and Board of Trustees as additional insured must be submitted to the event coordinator two (2) weeks in advance of the event. Alcohol must be contained within the building, and within the area where the event is taking place. An advance fee will be charged for any special set-up required for serving alcohol.

Large events such as civic or conference receptions may also require event insurance. A determination will be made before confirmation is approved.

Parking

Ample parking is available during regular library hours. Approximately 300 parking spaces are available for after-hour events. Numerous spaces are reserved for disabled visitors. All library parking is well lighted. *The library assumes no responsibility for vehicles and/or contents.*

Clean Up

At the conclusion of your meeting, put litter in the trash container and report any problems that may remain.

We ask your cooperation at the conclusion of your meeting in the following ways:

- Leave the meeting room as clean and as orderly as possible.
- Place all trash in receptacles provided by the library.
- Report any spills immediately to the event coordinator or manager in charge.
- Leave all dishes and café service items for the café staff to remove.
- Remove all personal effects, equipment and decorations.
- Library staff will remove any equipment provided.
- Special cleaning requirements or damage caused during use of a room or event space will be charged to the user.

Schedule of Fees (See Meeting Room Fee Schedule page 16)

The event coordinator can assist you in determining fees for the use of library meeting rooms or space, using equipment, and other requirements for your event.

For each event, a flat \$25.00 Equipment User Fee is charged for the use of one (1) piece or any combination of multiple pieces of audiovisual equipment and/or stage setup. This fee will be waived if at least \$25.00 in catering is ordered from the Millennium Café.

If a technician is required to operate the customer's or the library's equipment, there will be an additional \$25 per hour charge with a minimum charge of \$25.00

If a technician is required to configure the customer's audiovisual equipment, there will be an additional \$25.00 per hour charge with a minimum charge of \$25.00.

For each event, a flat \$50.00 user fee is charged per use of the Steinway grand piano.

Full refund of the Equipment User Fee and the Room Charge will be given to for-profits if the required 24 hour cancellation notice is given by the customer. Full refund of the Equipment User Fee will be given to non-profits if the required 24 hour cancellation notice is given by the customer.

Audiovisual Equipment Listing

The library reserves first priority for use of any audiovisual equipment at all times; and, in rare instances, may pre-empt the scheduled use of equipment that would be needed instead for library use. Scheduled use of audiovisual equipment is on a first come, first served basis. For each event, a flat \$25.00 user fee is charged for the use of one (1) piece of audiovisual equipment or any combination of multiple pieces of audiovisual equipment. This fee is waived if at least \$25.00 in catering is ordered from the Millennium Café. Full refund of the Equipment User Fee will be given to for-profits and non-profits if the required 24 hour cancellation notice is given by the customer.

James C. Marvin Auditorium (JCM 101A, 101B and 101C)

- The JCM has a sound system with multiple microphones.
- Each area can be separately controlled with its own mixer.
- Adaptive listening devices are available in each room at no charge.
- Each room of the JCM has an 8' drop down screen available at no charge.
- The JCM has phones for in house calls. The phones do not have outside access.
- Has secondary monitors for relaying the presenter to the back of the room.
- Video conferencing available.
- Digital Document Projector.

JCM Room 101C

JCM room 101C has a video projector built into the ceiling that has the capability to project from a Blu-Ray, DVD or a computer.

JCM room 101B

JCM room 101B has two video projectors built into the ceiling that have the capability to project from a Blu-Ray, DVD or a computer.

JCM Room 101A

JCM room 101C has a video projector built into the ceiling that has the capability to project from a Blu-Ray, DVD or a computer.

Lingo Story Room

The Lingo Story Room has a video projector built into the ceiling that has the capability to project from a Blu-Ray, DVD or a computer.

Maxine Jeanes Anton Room

The Anton Room has a computer with wireless keyboard and mouse that is connected to an LCD projector mounted in the ceiling that has the capability to project Blu-Ray, DVD and the Internet with sound onto a 7' pull down screen. The screen is available at no charge.

Menninger Room

The Menninger Room has a computer with wireless keyboard and mouse that is connected to an LCD projector mounted in the ceiling that has the capability to project Blu-Ray, DVD and the Internet with sound on a 7' pull down screen. The screen is available at no charge.

Langston Hughes Room

The Langston Hughes Room has a computer with wireless keyboard and mouse that is connected to an LCD projector mounted in the ceiling that has the capability to project Blu-Ray, DVD and the Internet with sound on a 7' pull down screen. The screen is available at no charge.

Lucille Perkins Room

The Lucille Perkins Room has a computer with wireless keyboard and mouse that is connected to an LCD projector mounted in the ceiling that has the capability to project Blu-Ray, DVD and the Internet with sound on a 7' pull down screen. The screen is available at no charge.

Other Equipment

- 27" TV w/VCR/DVD
- Overhead projector
- Portable podium with microphone
- Computer with/without Internet
- Outside telephone access
- Portable white board w/ markers
- VCR
- DVD player
- 20" TV
- Microphone-wired
- Projector cart
- Cassette player
- CD player
- LCD projector
- LifeSize videoconferencing system
- Wireless mouse
- Podium w/microphone
- Lapel microphone
- Digital piano
- Wireless hand held microphone
- Conference phone
- Portable screen (5' X 5')
- Each room has a phone for in house calls. Conference calls or any other telephone needs can be arranged with prior notice.
- The library does not provide modem connections. The phones in the meeting rooms do not have outside access
- Mondopad 55" video conferencing / white board / Internet-ready touchscreen displays

** For both For Profit and Non Profit customers, a flat \$25.00 Equipment User Fee is charged for the use of one (1) piece or any combination of multiple pieces of audiovisual equipment and/or stage setup for each event. This fee is waived if at least \$25.00 in catering is ordered from the Millennium Café. If a technician is required to operate the customer's or the library's equipment, there will be an additional \$25 per hour charge with a minimum charge of \$25.00. If a technician is required to configure the customer's audiovisual equipment, there will be an additional \$25.00 per hour charge with a minimum charge of \$25.00. **Full refund** of the Equipment User Fee will be given to for-profits and non-profits if the required 24 hour cancellation notice is given by the customer.*

Customer Conduct Policy



The Customer Conduct Policy encourages behavior that supports the library's mission. Those unable to comply with acceptable behavior may be required to leave and may lose library privileges. This policy is in force on all library premises including bookmobile locations. The Library staff may enforce this policy by checking bags; requesting identification; or, searching or removing unattended items.

Be respectful of others.

- Do not harass or threaten another person. This includes but is not limited to physical, sexual or verbal abuse; using "fighting words"; throwing things; soliciting, selling or campaigning; interfering with the free passage of others.
- Do not engage in disorderly or disruptive behavior. This includes but is not limited to yelling, loud cell phone usage or playing audio equipment loudly; sleeping or loitering; being under the influence of drugs or alcohol; roughhousing; poor personal hygiene; bringing animals into the library with the exception of service animals or animals used in library sponsored programming.
- All Topeka and Shawnee County Public Library buildings, grounds, and vehicles are smoke and tobacco free. Tobacco use and smoking in all forms including the use of electronic cigarettes and smoke-free oral tobacco products is not permitted on any property owned by the Topeka and Shawnee County Public Library. This includes any facility and vehicle, with the exception of personal vehicles.
- Dress appropriately. Shirt and shoes are required. Clothing should cover torso of the body.
- Maintain silence in the designated quiet area of the library, the North Reading Room.

Be respectful of library property.

- Snacks and drinks with lids or caps are allowed except in the Topeka Room and the Gallery. Snacks are small packaged items like chips, cookies and other vending machine type items. Also allowed are small food items not requiring utensils. Snacks are NOT fast food, restaurant meals or ice cream. These rules also apply to those attending functions in the library meeting rooms unless the food is purchased from the Millennium Café. All food & beverages consumed in the Millennium Café must be purchased from the Millennium Café.
- Keep your belongings safe with you or in a locker.
- Bicycles, scooters or small motorized vehicles must be parked in the bike racks outside the library. They may not be chained to trees or benches or other inappropriate places. Small items such as skateboards, roller blades or skate shoes may be brought in but cannot be used inside the library or on the library front sidewalk.

Be safe.

- Stay in the public areas of the library during normal open hours.
- Only people age 12 through 18 are allowed in The Edge (teen area) during posted times.
- Do not go into unauthorized areas unless accompanied by staff.
- Do not stay in the library during hours the external doors are locked.
- Do not leave a child or vulnerable adult unattended. A vulnerable adult is one who cannot take care of him/herself, requires assistance to move about, and/or

communicate with others. A child is one who is under the age of 8 and who does not have a caretaker 12 years of age or older present.

- Do not photograph children without the express permission of each child’s parent or guardian.
- Follow emergency procedures. Leave the building when requested by staff in case of fire, fire drills, or other emergencies. Go to the basement when requested for tornado warnings or drills or other emergencies. Customers who do not follow emergency instructions must leave library property without delay.
- Follow all the policies, rules and guidelines of the library. Do not engage in activities that are not related to the proper use of the library.
- Unless permitted by Gun-Free School Zones Act, (18 U.S.C. §922), guns and other weapons are not allowed in the Library buildings or on its parking lots, sidewalks, parks and grounds, and bookmobiles.
- Follow all local, state, and federal laws, codes, rules and regulations.

Grievance Policy for Customer Suspension

When a member of the public is asked to leave the library and that person wishes to contest the action or request the length of time be shortened; the following, progressive steps may be taken:

1. Contact the Safety and Security Manager to address the grievance. The Safety and Security Manager has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Safety and Security Manager;

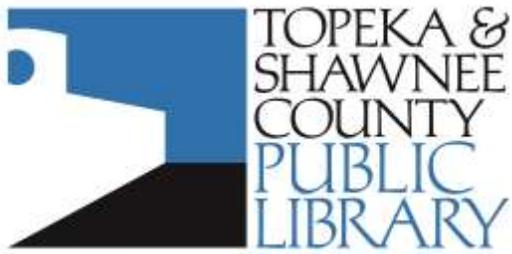
2. Contact the Chief Operating Officer. The Chief Operating Officer has the authority, based on the facts of the incident, to adjust the length of time or to establish alternative responses to the initial incident.

Should an agreement not be reached with the Chief Operating Officer;

3. The Chief Executive Officer has ultimate authority to determine the final decision, based on the facts of the incident.

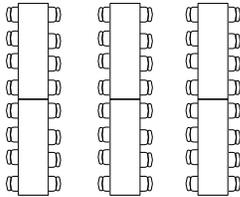
Approved: January 19, 2006
Amended: February 16, 2006
Amended: July 18, 2013
Amended: March 16, 2017

Board of Trustees
Topeka and Shawnee County Public Library



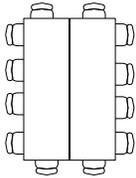
Room Setup Options

Most of the room setup configurations listed below are only available in the James C. Marvin Auditorium, rooms 101A, 101B and 101C. All second floor meeting rooms have a fixed boardroom style setup that cannot be changed and seat 14 in the smaller rooms and 18 in the larger rooms.



Banquet

This setup is a common setup for banquets or meetings with meals. This setup is comprised of 8' X 2.5' banquet tables seating 4 on each side of the table to accommodate 8 at each table.

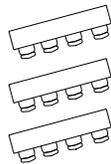
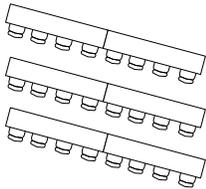


Boardroom

This setup is recommended for small groups (less than 20 people). All of the boardrooms, Anton, Menninger, Perkins, Hughes, Elmer and Lower Level Conference room have fixed boardroom setups that cannot be changed. For the auditorium rooms this setup is comprised of 8' rectangular tables placed side by side to function as one large table. Chairs are placed around the tables.

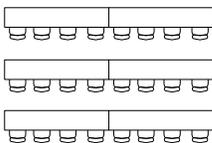
Boardroom add chair

This setup is a boardroom style setup with additional chairs around the perimeter of the room. This setup is used in the boardrooms, Anton, Menninger, Perkins, and Hughes when attendance goes over the number that can be accommodated around the table.



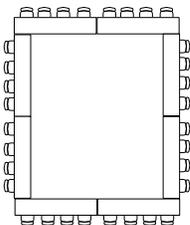
Chevron Style

This is similar to the classroom style setup but with the tables angled facing a podium. This setup is orientated for events that have discussion as well as presentation.



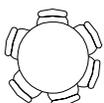
Classroom Style

This is used primarily for conferences and other lectures requiring writing by attendees. Narrow 8' X 1.6' rectangular tables with up to 4 seats each are setup in rows facing a podium.



Hollow Square

This setup is similar to the U-shape except that it is enclosed on all sides and can accommodate a larger group. It is not oriented for presentation, but rather for discussion.

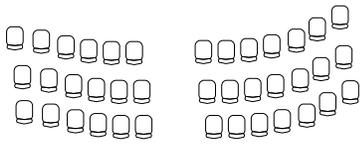


Rounds for 6

This setup is common for banquets or meetings with meals. It is comprised of 48" round tables surrounded with 6 chairs each. The 48" tables have plywood tops and require tablecloths that can be rented from the Millennium Café.

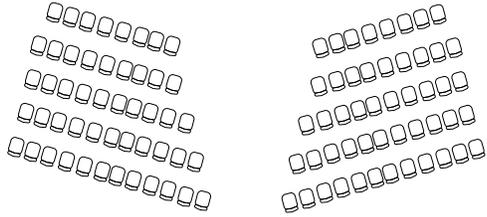


Room setup options continued



Semi-Circle Chairs

This setup is appropriate for children's programs when floor seating is used. Semi-Circle chairs can be setup at the back of the room facing a podium for those not able to sit on the floor.



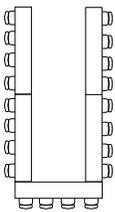
Stadium Style

This setup is used for meetings and lectures in a large narrow room and consists of chairs in angled rows facing a podium. It is similar to the Semi Circle Chairs style except it incorporates at least two isles to accommodate larger groups. This setup is used to orientate the group closer to the podium.



Theater Style

This is best for general meetings and lectures for any size group. It consists of chairs in rows facing either a podium or head table. This setup incorporates one off center aisle.



U-Shape Tables

This setup is appropriate for presentations to groups of 30 or under. It is arranged with 8' X 1.6' rectangular tables in a U-shape surrounded on the outside by chairs and orientating the open end to the front of the room. This setup can also be done without the tables for groups that do not require tables for writing

MEETING ROOM FEE SCHEDULE

ROOM NAME:	Capacity	Full Day 8 hours	Half Day 4 hours	Hourly 2 hours minimum	Evening/Weekend Cost includes security & janitorial	Deposit
					RATE BY GROUP SIZE	
James C. Marvin Auditorium-101ABC 1 st Floor	400	\$320	\$200	\$50	After close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
JCM 101A- 1 st Floor	100	\$175	\$150	\$40	After close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
JCM-101B- 1 st Floor	160	\$200	\$150	\$40	After close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
JCM-101C- 1 st Floor	160	\$200	\$150	\$40	After close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
Maxine Jeanes Anton-202- 2 nd Floor	48	\$160	\$100	\$40		\$50
Lucille Perkins Room-201- 2 nd Floor	33	\$160	\$100	\$40		\$50
Langston Hughes Room-205- 2 nd Floor	33	\$160	\$100	\$40		\$50
Menninger Room-206- 2 nd Floor	48	\$160	\$100	\$40		\$50
Computer Training Center-112A/B-1st Floor	24	\$500	\$250	\$60	After library close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
Alice C. Sabatini Gallery-10ABC- 1 st Floor	125				After library close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
Rotunda-100- 1 st Floor	250				After library close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50
Millennium Café-108- 1 st Floor (7 a.m.-9 a.m. or after 5:30 p.m.)	72	\$320	\$200	\$50	Café only available with food service. After library close: \$200 per hour for less than 100 \$250 per hour for more than 100	\$50

For Profit or Non Profit Customers:

A flat \$25.00 user fee is charged for the use of one (1) piece or any combination of multiple pieces of audiovisual equipment and/or stage setup for each event.

This fee is waived if at least \$25.00 in catering is ordered from the Millennium Café.

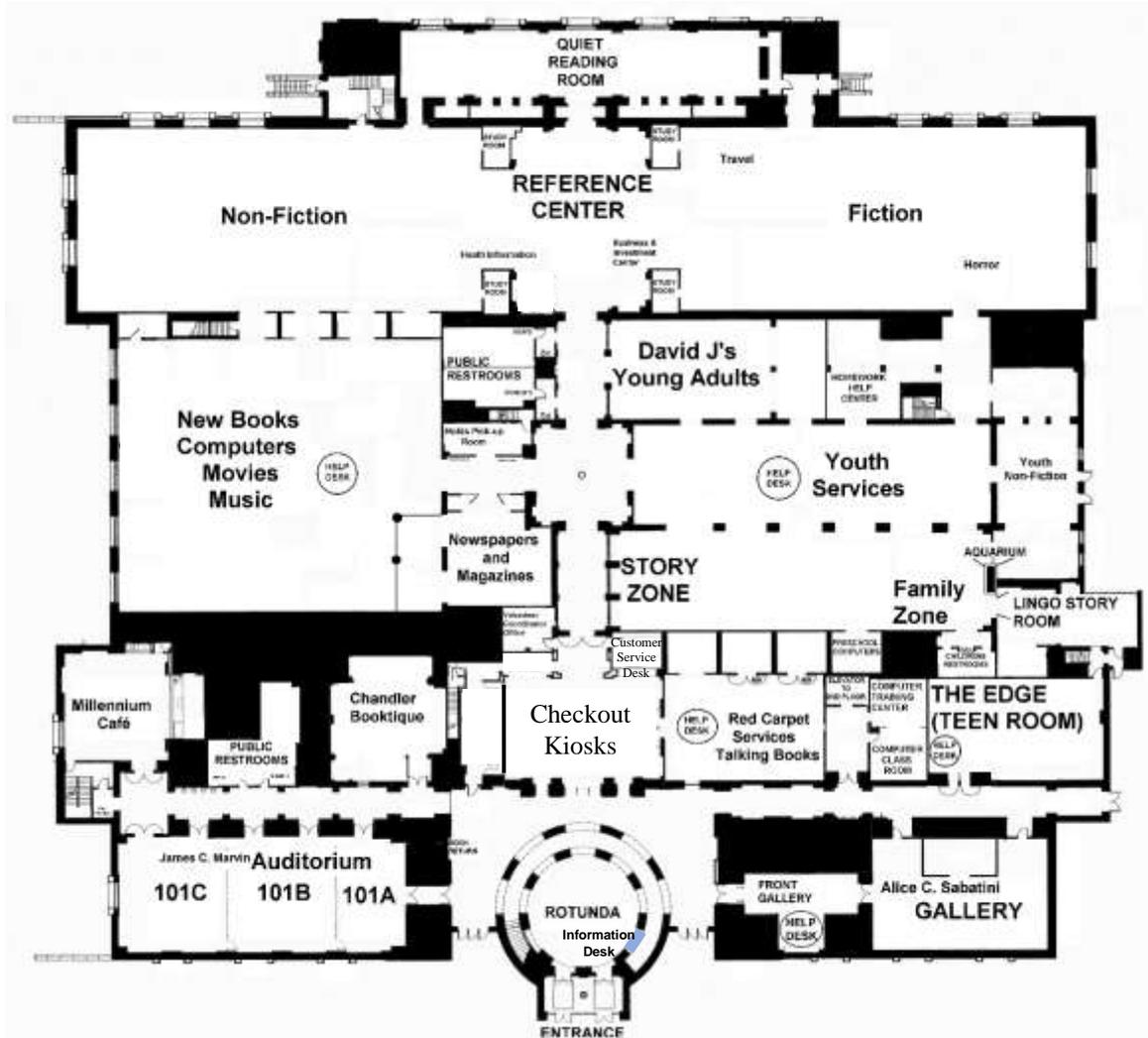
A flat \$50.00 user fee is charged per use of the Steinway grand piano.

If a technician is required to operate the customer's or the library's equipment, there will be an additional \$25 per hour charge with a minimum charge of \$25.00. If a technician is required to configure the customer's audiovisual equipment, there will be an additional \$25.00 per hour charge with a minimum charge of \$25.00.

Security billed at the current hourly rate. Janitorial billed at current hourly rate.

Full refund of the Equipment User Fee will be given to for-profits and non-profits if the required 24 hour cancellation notice is given by the customer.

Topeka and Shawnee County Public Library Building



2ND FLOOR



Switchboard 785 580-4400 | Meeting Rooms 785 580-4495 | Millennium Café 785 580-4441 | Ask a Librarian 785 580-4555 | Reserve It/Renew it 785 580-4424
 Youth Programs 785 580-4565 | Adult Programs 785 580-4540 | Computer Classes 785 580-4606 | Sabatini Gallery 785 580-4515 | Friends of the Library 785 580-4545
 The Library Foundation 785 580-4498 or 785 580-4497