1. The primary purpose of the Program Rooms of the Seminole Community Library at St. Petersburg College, Seminole Campus (hereafter referred to as the "Library") is to provide space for activities sponsored by the City of Seminole. The secondary purpose is to provide space for activities sponsored by the College. After activities by the City and the College, respectively, the Program Rooms are intended to provide public meeting space for community organizations, subject to availability and policy requirements.

2. Providing public meeting space for the programs, activities, and events of community organizations does not convey or imply endorsement of such by the City of Seminole or St. Petersburg College, or their respective administrations, nor may community organizations or their representatives convey or imply such endorsement.

3. The Library has three Program Rooms (A, B, C) accommodating a maximum of 210 persons, per the Fire Marshal, City of Seminole. Movable walls may be retracted to make a single large area. The center room, Program Room B, is the largest of the three, and is equipped with a small stage. The two side rooms, Program Rooms A and C, are smaller. Conference tables and padded chairs are available. Each room is equipped with a ceiling-mounted video/data projector and a projection screen. Restrooms are located in the lobby and are easily accessible from all three Program Rooms.

4. After use by the City and College, the Program Rooms are available for use by community organizations on a first-come, first-served basis, subject to approval by the Library Director or designee. The City and the College reserve the right to pre-empt, cancel, or revoke a reservation of a Program Room by a community organization for urgent scheduling

needs of the City or College, for violation of the terms of this Policy, or for violation of the Code of Conduct.

5. This policy applies to community organizations, events, and activities not affiliated with Seminole Community Library, the City of Seminole, or St. Petersburg College.

6. Community organizations must submit a completed **Program Room Reservation Form**, along with rental fees and deposit (if applicable) before a reservation will be placed on the calendar. Program Rooms may be reserved up to 12 months in advance, and may be reserved no more than six (6) times per three-month period. Reservations must be for the entire length of time needed – before, during, and after the activity, including time for set-up, clean-up, etc. All activities must be confined to the room(s) reserved. Organizations are responsible for their own room set-up and take-down. Library/College staff are not available for this service.

7. Signs, posters, flyers, placards, etc. may not be placed in Library hallways publicizing activities held in the Program Rooms, unless authorized by the Library Director or designee.

8. Pending availability, Program Rooms may be reserved by community organizations during the following hours:

When College classes are in session:

Monday-Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 to 5:00 p.m.

When College classes are not in session:

Monday-Thursday	9:00 a.m. to 8:00 p.m.
Friday	9:00 a.m. to 6:00 p.m.
Saturday	10:00 a.m. to 5:00 p.m.
Sunday	1:00 to 5:00 p.m.

9. The library reserves the right to place or move an event sponsored by a community organization to Program Room A or B or C, without notice, as scheduling needs may require, provided the library allows adequate space for the estimated attendance of the event, along with any requested furniture and equipment, as indicated on the **Program Room Reservation Form** submitted by the community organization. Activities may be scheduled concurrently in adjoining Program Rooms. The movable walls separating rooms buffer sound, but are not soundproof.

10. No person or organization may charge a room admission fee to an activity held in the Program Rooms. However, a fee may be charged to recover expenses incurred for program materials only.

11. Organizations using the Program Rooms are responsible for providing their own miscellaneous equipment, utensils, and supplies, such as coffee pots, paper goods, extension cords, table service, paper, pencils, etc. The Library does not provide storage space for an organization's equipment, utensils, supplies, or other materials.

12. Food and beverages are permitted if so indicated on the **Program Room Reservation Form** and a deposit is made. The deposit is fully or partially refundable, depending on any damage incurred. This determination will be made by the Library Director or designee.

13. The Program Rooms are not available for private or semi-private social gatherings, such as parties, weddings, receptions, memorial services, or fundraising events.

14. Smoking and alcoholic beverages are prohibited.

15. Activities for children and youth must be supervised at all times by adults responsible for the group.

16. All activities must be free and open to the public and news media.

17. Program Rooms may not be used for the selling or commercial promotion of products or services, for games of chance, or as private quiet rooms for individuals or small groups.

18. The individual reserving the room must be present for the activity. The person(s) or organization represented on the **Program Room Reservation Form** will be liable for any damage to furniture, equipment, and facility incurred during the rental period.

19. Both non-profit and for-profit organizations may apply for use of the Program Rooms.

Non-profit organizations are defined as organizations that either has received Internal Revenue Service certification of 501(c)(3) status, OR are membership organizations that do not sell products or services, and are recognized in the community as promoting charitable, civic, cultural, educational, governmental, health, informational, intellectual, political, recreational, or other similar, non-commercial activities. Non-profit organizations are exempt from rental fees for Program Room meeting space and are not required to show proof of liability insurance. Non-profit organizations must pay a food/beverage deposit (if applicable, and refundable if no damage is incurred) and rental fees for any technology or equipment provided by the College according to the schedule below.

For-profit organizations must pay a food/beverage deposit (if applicable, and refundable if no damage is incurred), room rental fees, rental fees for any technology or equipment provided by the College, and provide proof of liability insurance in the amount of $300,000 naming St. Petersburg College as additionally insured OR must pay for liability coverage for each date of use through St. Petersburg College according

to the schedule below. Specialized staff that may be needed for technical support, security or additional maintenance will be separately negotiated. **Fees for room rental, technology/equipment rental, liability insurance, and staff support are non-refundable.**

20. Library staff will provide the person or organization using the Program Room(s) with a Program Room Checklist at the time of use. A completed Checklist must be turned in to a staff member at the Circulation Desk at the conclusion of the meeting or event. **Failure to turn in the completed Checklist can result in loss of Program Room use.**

21. The person/persons/organization using the Program Room(s) agrees to release and hold harmless the City of Seminole and St. Petersburg College, their/its officers, agents, servants, and employees of, from any or all claims or potential claims, attorney's fees, damages, court costs, defense costs, and other costs, of whatsoever nature that may arise in whole or in part, as a result of any negligence or misconduct by the entity contracting with the City of Seminole or St. Petersburg College, its officers, agents, servants, employees, and guests as well as the City of Seminole and St. Petersburg College, its officers, agents, servants, and employees, relating to any loss, injury, death or damage of whatsoever nature, to persons or to property occasioned by or arising in whole or in part from the use of the premises or property of the City of Seminole or St. Petersburg College.

22. Checks for Food/Beverage Deposit, Room Rental, Liability Insurance, and Technology/Equipment Rental are to be made payable to **"ST. PETERSBURG COLLEGE."** The Food/Beverage Deposit is fully or partially refundable depending on the extent of damage incurred. The amount of assessment for damages will be determined by the Library Director or designee. **Applicant also is responsible for all costs**

associated with repairs which exceed the Deposit and all court costs and attorney fees arising out of any collection action.

Facility	For-Profit Rates ($)			Non-Profit Rates ($)	
Room Rental and Deposit Schedule					
	Deposit **Refundable – Pending** (when food/beverage served)	Room Rental Half-Day **Non-refundable** (Up to 5 hours, including any time required for arrival, set-up and departure)	Room Rental Full-Day **Non-refundable** (5 to 10 hours, including any time required for arrival, set-up and departure)	Deposit **Refundable – Pending** (when food and beverages served)	Room Rental
Program Room A	50.00	75.00	150.00	50.00	0.00
Program Room B	100.00	225.00	450.00	100.00	0.00
Program Room C	50.00	75.00	150.00	50.00	0.00
Program Rooms A+B+C	200.00	450.00	900.00	200.00	0.00

Liability Insurance for Program Rooms at Seminole Community Library The following rates are determined by the Florida Community Colleges Risk Management Consortium:		
Category of Event	Est. Rate	Amount
1. Meetings	$50.00	

2. Exhibits/Receptions/Demonstrations	$75.00	
3. Graduation Ceremonies (NOT Project Graduations)	$75.00	
This application must be completed and approved at a minimum of 15 working days **before the event(s) start. Payment is non-refundable**. For more information, please contact the Circulation Supervisor at 727-394-6909		

Conference Telephone	$40.00 + per minute long distance fee	
DVD/VHS Player Recorder	$20.00	
Easel	$10.00	
Flipchart Pad - Purchase (includes use of easel)	$40.00	
Folding Chairs (addition to standard)	$2.00 each	
Folding Tables – each	$10.00	
IP Address Phone	$20.00	
Laptop Computer	$40.00	
Markers - Purchase	$10.00	
Microphone (fixed) with Podium	$40.00	
Podium only	$10.00	
Projector Screen (portable)	$10.00	
Risers	$150.00 per event	
Stage (small)	$30.00	
Video/LCD Projector (portable)	$60.00	

Video/LCD Projector (ceiling mounted with screen)	$100.00
Whiteboard (large on wheels)	$10.00 each
Whiteboard (small)	$6.00 each
Wireless Microphone System	$40.00

Amended 1 December 2005
Amended 18 May 2009 – Approved by Library Advisory Board
Amended 28 March 2011 – Approved by Library Advisory Board
Amended 7 December 2015 – Approved by Library Advisory Board
Amended 14 November 2016 – Approved by Library Advisory Board