

Tripp County Library Grossenburg Memorial
442 Monroe Street
Winner, SD 57580
Phone: (605) 842-0330
Email: tclib@gwtc.net

Meeting Room Policy and Rental Procedures

Availability: The Tripp County Library meeting room is available Monday through Sunday, 8:00 am to 10:00 pm. Please contact the Library Director at (605) 842-0330 or in person at 442 Monroe Street during regular library hours to check availability. The meeting room is open for engagement in educational, cultural, intellectual, charitable, advocacy, civic, religious, political, recreational, and business purposes. Private events are also permitted.

About the Room: The meeting room is approximately 1,400 square feet. Nine tables and eighty-five chairs are available to allow flexibility in the room's set-up configuration. There is also a projector, laptop, web camera, tv, and DVD player for your convenience. This space includes a kitchenette with a sink, microwave, and refrigerator.

Making a Reservation:

- All reservations require submission of a signed Tripp County Library Grossenburg Memorial Meeting Room Reservation Application. The person signing the application must be present at the function and will be responsible for ensuring the Meeting Room Policy and Rental Procedures are followed.
- Applicants must be 21 years of age or older.
- Reservations will be tentatively held for ten business days from the date of the request. If the application, deposit, and rental fee (for-profits only) have not been received during the ten-day period, the tentative reservation will be removed, and the room will be made available to others.
- Use of the meeting room does not imply library endorsement. Groups using the meeting room must indicate who is sponsoring the event in their advertisements and news releases.

Rental Fees:

- Deposit of \$50.00 is due when the application is signed.
- Deposit will be refunded by Tripp County Library when it is determined that the meeting room is satisfactorily cleaned, including trash removal.
- Non-profit or not-for-profit use is free.
- For-profit use is \$20 for up to four hours and \$5 per hour thereafter.

A for-profit event is defined as one that promotes a for-profit business. A for-profit event may include an event in which an entrance fee is charged; or where merchandise is offered for sale; or where business is solicited by a speaker or through literature available at the meeting. The exception is merchandise that is sold at a library sponsored event such as an author/speaker selling their books.

Rental Policies:

- Meals and refreshments may be served in the meeting room. The responsible party will supply the room with tableware and will ensure the room is clean after use, including trash removal.
- Decorations may not be affixed to walls, windows, or doors.
- Smoking, vaping, and consumption of alcohol beverages are not permitted in the library or on the premises.
- The Library Board of Trustees and the Tripp County Commissioners are not responsible for accidents, injury, or loss of individual property should it occur during use of the meeting room.
- It is the responsibility of the group using the meeting room to set up the room as needed and then following the conclusion of the meeting, return the room to its original set-up unless permission is given by the Library Director to leave it configured as it was used.
- Any damages incurred will be charged to the group or individual responsible for the reservation. This includes expenses incurred by the library to clean the room if it is not left in the same condition as found.

The Tripp County Library Board of Trustees and Tripp County Commissioners reserve the right to:

- ✓ Impose any additional rules or regulations, which may be in the best interest of the library and operation of its facilities. Any additional rules or regulations shall be binding.
- ✓ Deny the rental to anyone whose planned use of the space does not comply with these terms and conditions.
- ✓ Review this policy and make changes as they seem fit.

Approved by the Tripp County Library Board of Trustees on 5/17/22

