



Council Report

To: The Honorable Mayor and City Council

From: Lucia Gonzalez, North Miami Library Director

MSP for Lucia Gonzalez

Date: January 16, 2016

RE: **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING AND AUTHORIZING A NEW NORTH MIAMI LIBRARY MEETING ROOM POLICY AND RENTAL FEE SCHEDULE, IN SUBSTANTIALLY THE ATTACHED FORM, GOVERNING THE USE OF DESIGNATED LIBRARY FACILITIES BY ORGANIZATIONS AND MEMBERS OF THE PUBLIC; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.**

RECOMMENDATION

It is recommended that The Mayor and City Council of the City of North Miami, Florida, hereby approve and authorize a new North Miami Library Meeting Room Policy and Rental Fee Schedule, in substantially the attached form, governing the use of designated library facilities by organizations and members of the public.

BACKGROUND

Attached is the North Miami Library's proposed Meeting Room Policy and Fee Schedule. While the Meeting Room Policy section contains no major changes, the new fees reflect the needs of the renovated facility whereas 4 additional meeting spaces have been created, with state of the art audiovisual equipment.

ATTACHMENTS

Resolution
North Miami Library Public Library Meeting Room Policy

RESOLUTION NO. _____

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA, APPROVING AND AUTHORIZING A NEW NORTH MIAMI LIBRARY MEETING ROOM POLICY AND RENTAL FEE SCHEDULE, IN SUBSTANTIALLY THE ATTACHED FORM, GOVERNING THE USE OF DESIGNATED LIBRARY FACILITIES BY ORGANIZATIONS AND MEMBERS OF THE PUBLIC; PROVIDING FOR AN EFFECTIVE DATE AND FOR ALL OTHER PURPOSES.

WHEREAS, the City of North Miami (“City”) Public Library (“Library”) has new meeting rooms available outfitted with state of the art equipment, including remotely programed sound systems, wireless microphones, laptop projectors, smart televisions, and modern-styled meeting room furniture (“Library Facilities”); and

WHEREAS, the City desires to allow the use of Library Facilities for programs sponsored or co-sponsored by the Library, and for programs of educational, cultural, or recreational interest which complement the Library’s goals and mission (“Programs”); and

WHEREAS, Library staff has developed a new North Miami Library Meeting Room Policy and Rental Fee Schedule (“Meeting Room Policy”), serving to protect Library Facilities from misuse and offset expenses incurred by the City hosting Programs; and

WHEREAS, Library staff has completed a review of the proposed fee schedule and has taken into consideration such factors as the size of the meeting room, equipment to be used, operational expenses, and a comparison of the fees charged by neighboring Miami-Dade County and Broward County for similar library facilities; and

WHEREAS, the Meeting Room Policy may be updated from time to time by Resolution of the Mayor and City Council, to ensure Programs are available for the use and enjoyment of the general public; and

WHEREAS, the Mayor and City Council find that the proposed Meeting Room Policy and Fee Schedule is fair, reasonable and essential for the continued provision of high quality Programs for the use, benefit and enjoyment of the general public.

NOW THEREFORE, BE IT DULY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF NORTH MIAMI, FLORIDA:

Section 1. Approval of Library Meeting Room Policy and Rental Fee Schedule.

The Mayor and City Council of the City of North Miami, Florida, hereby approve and authorize a new North Miami Library Meeting Room Policy and Rental Fee Schedule, in substantially the attached form, governing the use of designated library facilities by organizations and members of the public.

Section 2. Effective Date. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED by a _____ vote of the Mayor and City Council of the City of North Miami, Florida, this _____ day of _____, 2016.

DR. SMITH JOSEPH
MAYOR

ATTEST:

MICHAEL A. ETIENNE, ESQ.
CITY CLERK

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY:

ROLAND C. GALDOS, ESQ.
INTERIM CITY ATTORNEY

SPONSORED BY: CITY ADMINISTRATION

Moved by: _____

Seconded by: _____

Vote:

Mayor Smith Joseph, D.O., Pharm. D.
Vice Mayor Alix Desulme
Councilwoman Carol Keys, Esq.
Councilman Scott Galvin
Councilman Philippe Bien-Aime

_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)
_____ (Yes) _____ (No)

NORTH MIAMI PUBLIC LIBRARY

MEETING ROOM POLICY

Use of Library facilities is limited to:

- Programs sponsored by the Library
- Programs co-sponsored by the Library
- Programs of educational, cultural, or recreational interest which complement the Library's mission and aims

Such usage of Library facilities does not imply Library endorsement of the aims, policies or activities of any individual or group.

All programs are subject to the following regulations:

- Programs must be open to the public. No attendance fees may be charged nor collections taken or sales made. However, only library related fund-raising activities are allowed.
- Library facilities may not be used for personal or private profit, aggrandizement or advertising. Private for profit organizations or individuals are prohibited from disseminating promotional materials, business cards, taking attendance, registering patrons requiring the purchase of materials or making referrals to a private for profit entity. Non-profit organizations are permitted to disseminate promotional materials once cleared through the Library's Programs Coordinator.
- A copy of this signed Meeting Room Policy and completed Application For Use of Library Facilities must be submitted and approved by the Programs Coordinator.
- Any individual or group using the library facility is responsible for any item or equipment brought into the library by the individual or group. The Library is not responsible for loss or damage to exhibits, special equipment, supplies, or other materials brought on the premises by the individual or group. Individuals or groups are responsible for arranging the room to suit their meeting needs.
- Library facilities shall not be used for meetings or programs that involve partisan politics or sectarian/denominational religion or for the purpose of a press conference or other media events.
- Bookings are made on a first-come/first-served basis.
- With the exception of Library affiliates, no individual or group may reserve Library facilities on a regularly scheduled basis, and no individual or group may use Library facilities more than three (3) times during a six (6) month period.

- Meetings are to be held during regular Library hours and end in sufficient time to vacate the building by the scheduled closing time.
- Library premises, facilities, and equipment are to be left in the same condition in which they were found. Any trash generated during the program is to be disposed of in proper containers.
- Smoking is not allowed anywhere in the Library.
- Refreshments are not allowed without permission and special arrangements.
- Cancellations should be made at the earliest opportunity but at least one (1) week in advance for a 95% refund, two (2) days in advance for a 50% refund, and one (1) day in advance for a 10% refund. No refund will be made if cancellation is made the day of the event.

FEE SCHEDULE:

Multipurpose Room: \$100 for the 1st hour and \$50 for each additional or fraction thereof

Multipurpose Room Divided: \$50.00 an hour or each additional hour or fraction thereof

Large Conference Room: \$15.00 for up to two hours

Small Conference Room: \$10.00 for up to two hours

Even though the Library does not host after hour events, if approved, additional fees will apply for cost of staffing and security on premises.

Fees must be paid at least two (2) weeks prior to the scheduled event

Checks should be made payable to: North Miami Public Library

THE UNDERSIGNED AGREES TO ABIDE BY THE ABOVE REGULATIONS GOVERNING USE OF THE LIBRARY FACILITIES.

Name (print) _____ Signature _____ Phone (home) _____ (Business) _____

Email: _____ Alternate Contact: _____