

# **Superiorland Library Cooperative**

## **Interactive Video Conference (IVC) Center**

### **Rental Use Policies**

**The IVC Center will be available primarily during regular library hours: 9 am to 5 pm Monday – Friday. Additional times may be available with the approval of the Director.**

Granting use of the facility does not imply approval by the host, Superiorland Library Cooperative, of the meeting or the ideas presented at the meeting. No announcement or promotional materials should state or imply that the Superiorland Library Cooperative endorses or sponsors the event or organization. Such promotion should only indicate the host is the site of a meeting. An advance copy of any promotional materials must be sent to the host Director.

Conference room capacity: 10 people

Available parking: 6 cars

Superiorland Library Cooperative staff will be available for technical support limited to the IVC Center's fiber Internet connection and its video conference equipment, which includes a camera and microphone. Projection equipment and computer hardware are not supplied by the host.

The host Superiorland Library Cooperative reserves the right to change or cancel reservations if the host building is closed due to weather. Notice will be provided by 7 am the day of the event.

The host Superiorland Library Cooperative is unable to store equipment or materials for groups using the facility.

The host Superiorland Library Cooperative staff will not accept telephone calls or relay messages to people attending meetings except in emergencies.

Alcoholic beverages and smoking are prohibited in the host Superiorland Library Cooperative.

## **Reservation and Application Procedures**

- The Superiorland Library Cooperative is tentatively booked at the time of the request.
- This tentative booking date will be held for seven (7) days.

- In order for the booking to be confirmed, a [Rental Use Application](#) must be completed and the minimum fee paid.
- Payment must be made directly to the Superiorland Library Cooperative.
- Each organization assumes full responsibility for any losses or damages, beyond reasonable wear, that might occur to the facility or the equipment.
- Completing and signing the Superiorland Library Cooperative [Rental Use Application](#) acknowledges receipt of these policies and the intent to comply with all policies, rules, regulations, and conditions.
- Cancellation: Fees will be refunded in full if host site cancels due to weather. If the rental party cancels, fees will be refunded, except there will be a \$25 non-refundable charge if IVC staff already have tested with the distance site.

## Priorities and Fees

Group	Room/Equipment Fee	Internet Bandwidth (1.5 Mb)
Host Superiorland Library Cooperative library meetings, programs, and continuing education opportunities	No fee	No charge
UPRLC sponsored meetings, programs, and continuing education opportunities	No fee	No charge
Other member library sponsored meetings	No fee	No charge
Government sponsored meetings, programs, and continuing education opportunities	\$50 setup* plus \$25 per hour	No charge
Not-for-profit (501c3) organizations	\$50 setup* plus \$25 per hour	No charge
Other groups and individuals, with the approval of the host Superiorland Library Cooperative Library Director	\$100 setup plus \$50 per hour	No charge

\* Includes testing distance site's IVC equipment for compatibility at least 1 week prior to program. Includes set-up and connection the day of and technical support staff available during conference.

Technical support will be limited to IVC conference equipment.