

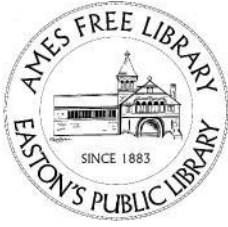
Queset House at the Ames Free Library

Room Rental Guide

Queset House Room Rentals

Queset House is an extension of the Ames Free Library and for the use of the Library. The rooms within Queset House are designated for specific purposes, some with related computer equipment. The rooms provide workspaces appropriate for private informational meetings, presentations, and small group discussions. All rooms have wireless internet connectivity. These spaces are open and available to all for quiet study if no prior reservation has been made by either the Library or an approved outside entity. Any individual or group interested in Queset House room rentals should see Library staff for availability and approval. All approval decisions are subject to review by the Library Director and/or Board.

- Room rentals are limited to days that the Ames Free Library is open, and as such cannot be accommodated on Sundays, holidays, or other days when the Library is closed to the public. Rentals can extend past the Library's operating hours, or start before the Library's operating hours, with prior approval, determined by staff availability and other considerations.
- Rooms are reserved in full hour increments; any fraction of an hour, requested or used, will be rounded up to the next full hour.
- In the case of conflicting requests, priority is given to: The Library, its Board, and other related organizations; Government agencies, either local, state, or federal; Non-profit organizations; all others.
- Meeting room space is intended for specific events rather than regularly scheduled meetings (e.g., monthly) and availability cannot be guaranteed on a recurring basis. However, we welcome inquiries and may accommodate such meetings if space is available with an advance reservation of no more than 30 days. Standing reservations will be reviewed quarterly by Library staff, and may be cancelled or adjusted as needed.
- A maximum of 4 reservations can be made per individual/organization per month.
- Please note that if you plan to use the Audio/Visual equipment in the Presentation Commons or Conference Room, you must come to Queset House during Library operating hours before your reservation to be trained by a staff member on using the equipment as staff may not be available to assist in the setup or troubleshooting of equipment during approved rental times. Audio/Visual equipment must be returned in good working order or you will be responsible for any repair or replacement fees.
- Meeting room use by more than 30 people cannot be accommodated; for events of that size, please inquire into a private event rental of Queset House, which grants private use of the first floor, majority of the second, and grounds, with Library staff.



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Description of Rooms:

Presentation Commons (375 square feet)

- First floor
- Technology: projector and screen, sound equipment, DVD/Blu-Ray

This formal wood-paneled, former dining room provides an elegant setting for conference or theater-style seating. It is ideal for presentations and small luncheons or dinners. A banquet table seats 18; row seating accommodates 30 chairs.

Your reservation includes private access to the attached kitchen. An enclosed porch connects the room directly to the House's walled garden.

Conference Room (382 square feet)

- Second floor
- Technology: 70" high-definition TV, DVD/Blu-Ray

Ideal for workshops, classroom-style activities, or theater seating, this room provides a professional and private setting. Up to eight task tables may be configured as needed, providing classroom or conference seating for 12. By removing the tables, rows of chairs can accommodate 30 people. Equipped with a 70" high-definition TV screen, DVD/Blu-ray, and data network. By special arrangement, presentations may be simulcast to or from the first floor Presentation Commons.

Smaller workspaces

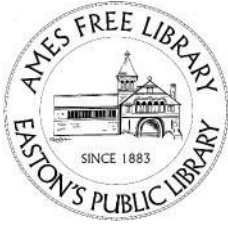
Makerspace (208 square feet)

- Second floor
- Up to 10 people
- Technology: Ellison die cutter, sewing machines available by special arrangement

A bright corner room with space for group activities and instructional meetings for crafts such as knitting, quilting, simple robotics, and beading. Up to ten people can work together at the table provided.

Information Café (281 square feet)

- First floor
- Up to 8 people



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This intimate space is ideal for smaller groups of six to eight people. Three smaller tables can be used for one on one discussions, or brought together to seat up to eight people.

Library Room (325 square feet)

- First floor
- Up to 4 people

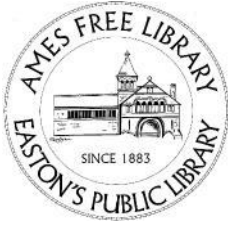
The historic Library Room is a cozy study perfect for four people to meet, either relaxed around a coffee table, or seated at the table in the windowed alcove. Food & drinks are not allowed in the Library Room.

Fee Details and Due Dates for Room Rentals:

Payment is based on the organizational tier using the room, the amount of time reserved, and if that time coincides with the Ames Free Library's open hours.

Organizational Tier	1 Room, Open Hours <i>Mon. – Thur. 9 am – 8 pm</i> <i>Fri. 9 am – 5 pm</i> <i>Sat. 10 am – 5 pm</i>	1 Room, Before/After Hours
Tier I: Government Agencies: Local, State, or Federal	Free	\$25.00 per hour
Tier II: Non-Profit Civic, Cultural, Educational, or Community Groups	\$25.00 per hour	\$50.00 per hour
Tier III: For-Profit Business or Personal, Private Use	\$50.00 per hour	\$100.00 per hour

- No security deposit is necessary.



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- Your reservation will be confirmed upon receipt of the signed rental contract. Full payment is due on acceptance of the signed contract.
- Checks are payable to the Ames Free Library.
- Credit/debit card payments can be made by request and are subject to a non-refundable processing fee of 3.5%.
- An invoice can be provided by request.
- Rental fees are paid to the Ames Free Library to support campus maintenance and programming at the Library, Queset House, and Queset Garden.

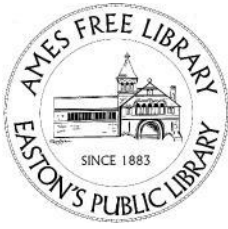
Qualifications for Exemptions from Rental Fees, and After-hours Use

Meetings and events which are sponsored by the Library in support of its mission and goals, or are sponsored by agencies of town and regional government groups are exempt from rental fees but must still make advance reservations in order to confirm room availability.

After-hours use by any group for any reason is fee based and needs to be scheduled a minimum of 3 days in advance.

General Rules for all Rentals:

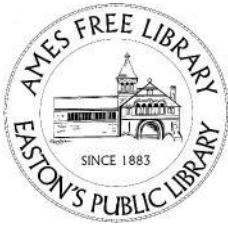
- There is no early entry or late departure. Rented room(s) will be made available to you at the pre-agreed time. If you leave after your reservation ends, you will be billed at the appropriate Before/After hour rate, rounded up to the nearest hour.
- No DJs or music requiring amplification are permitted, for either indoor or outdoor events.
- Noise levels must be deemed appropriate and reasonable by the Facility Manager.
- No open flames are permitted within the building, veranda, or porch (this includes chafing dishes).
- Confetti, streamers, and other small debris are not allowed.
- Nothing may be attached or anchored in any way to any part of the Queset House.
- Furniture may be moved only with permission and under the supervision of the Facility Manager, and must be returned to its original location before your departure time.
- Groups are responsible for paying for the replacement or repair of lost, stolen, or damaged equipment, furnishings, and infrastructure.



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- Food and drink are not allowed in the 1st Floor Library Room.
- Groups are responsible for bringing their own supplies and utensils if refreshments are served.
- Any decor brought to the house such as flowers, linens, china, and other paraphernalia must be removed from the rental space during the rental time.
- Any leftover food, drink, or supplies must be removed from the rental space during the rental time.
- Groups are responsible for removing trash from the premises. Additional trash and recycle bins are located next to the Main Library Building if more room is needed.
- If used, the kitchen must be left clean, including floors, counters, sink, stove, fridge, and oven.
- Smoking, vaping, and other forms of tobacco are not allowed in any part of the premises at any time. It is the responsibility of the client to inform all attendees of the No Smoking policy.
- An adult sponsor must accompany groups of high school age and younger children for all room reservations. There must be at minimum 1 adult sponsor for every 5 minors.
- Intrusion of any group, activities, or displays into areas not reserved in advance is not allowed.
- Renters are not permitted to post signs or distribute materials on Library property without approval of Library management. Unauthorized material will be removed.
- A group or individual using a meeting room is not permitted to approach, solicit, harass, or recruit participation from Library patrons. Person using the Library and/or Queset House are entitled to privacy and are not to be approached by outside groups.
- Library staff shall have the right to cancel, reschedule, or transfer meeting room locations or dates that conflict with Library sponsored programs and/or special events, or for other reasons within the sole discretion of the Library Director or her/his designee without liability to the organization.
- In the event of an unscheduled Library closing, a group may reschedule another meeting time. Unscheduled closings will be posted on the Library's website. The Library will notify the contact person after the Library decides to close, when and if possible.
- The Library Board and the Town of Easton or their employees or agents are not liable for any claims arising out of the use of this facility.
- The Ames Free Library, its Board of Directors, and any agent of the Library may cancel an event at any time if any Queset House Rental rules or provisions are violated by a renter or any member of their party.



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- The Library makes Queset House available on equal terms to all persons and groups, regardless of opinion or affiliation.
- In allowing a group to use Queset House, the Board and Library staff does not imply any endorsement of the group's beliefs, policy, or program. No group shall, in any of its publicity, state or suggest that Ames Free Library, the Board, the Board members individually, the Town, or the Library staff sponsor or endorse in any way the meeting, the group, or any particular set of ideas.
- Advertising materials may include the location address, but not the Library's name, phone numbers, or email addresses.
- All reservation requests are subject to availability and approval by designated Library staff, and all approvals are subject to review by the Library Director and/or Board.

The management of Queset House reserves the right to remove from the premises any person(s) behaving in a manner considered to be potentially harmful or detrimental to Queset House, its grounds, or other event guests.

Set-up & Clean-up:

Any set-up and clean-up must occur within the arrival and departure times agreed upon. Guests or subcontractors' vendors requiring more time for set-up or clean-up outside of the pre-agreed rental times may contract extra time on a per hour basis provided it does not interfere with Library operations.

Parking:

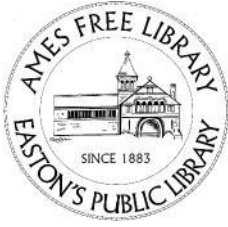
15 spaces are available along the driveway to Queset House and 10 spaces can be located behind the walled garden to the left. Parking at the main Library parking lot (30 spaces) is available only when the Library is closed. Public parking is available in the center of Easton, next to the Rockery, and behind the Children's Museum.

Restrooms:

Three restrooms are available to visitors, one on the 1st floor by the entrance to the Friends Book Shop, and two accessible restrooms are located on the 2nd floor, one of which is equipped with a baby changing station.

Accessibility:

Queset House is accessible to all; for information on building accessibility please email quesethouse@amesfreeLibrary.org.



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Liquor:

Alcohol is allowed in Queset House and its grounds. If visitors will be purchasing alcohol from you or a vendor you have contracted, a one-day liquor license is required; applications should be made to Easton's Select Board at least 30 days prior to the event.

A liquor license is not required if your event is by invitation only, admission to invited guests is free of charge, and no money is exchanged for alcoholic beverages.

Vendors:

You must provide the Library with the name and contact information of any vendor who will be bringing in non-consumable equipment or materials (catering equipment, linens, tables, etc.). This list must be submitted at least seven days prior to your event.

Fundraising:

Outside for-profit or non-profit groups renting or using space at Queset House are permitted to host fundraisers only if they are of benefit to the Ames Free Library campus. Soliciting monetary collections or donations, or holding fundraising events require prior approval by the Ames Free Board of Directors.