

Community Room Use Policy

The primary purpose of the community room is for Library activities, including programs presented by Library staff or other organizations affiliated with the Library. The Board of Trustees allows the use of the community room by individuals and groups for civic, educational, philanthropic, and recreational purposes. The room is available at no cost during regular Library hours. Community room use, including clean up, must end before the Library's closing time. Requests to use the community room when the Library is closed are subject to Board of Trustees approval. A fee of \$15.00 per hour to cover the cost of Library personnel will be necessary, if approval is granted, pending availability of staff. Community room use is permitted to individuals and groups regardless of their beliefs or affiliations. Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position or purpose of any persons or organizations.

1. All meetings shall be open and free of charge to the public. Groups shall leave the room in its original condition.
2. Groups of children or teenagers must be supervised by one adult for every ten children. Preschool children cannot be left unattended outside the community room.
3. Attendance at authorized meetings may not exceed the room capacity.
4. Smoking and the use of alcoholic beverages are not permitted anywhere on Library premises, including the restroom.
5. No food or drink may be carried into the public Library area.
6. If there is damage to any room that will necessitate professional cleaning, the cost will be passed onto the organization or group that used the room.
7. If it is necessary to borrow Library equipment, it must be requested on the Community Room Use Application form. Anyone using Library equipment must be trained in its use by a Library staff member beforehand.
8. The Library is not liable for injuries to people or damage to property, individuals or organizations using the room.
9. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries should be made by calling the Library.
10. Payment of fees for education courses conducted by established educational institutions are subject to Board of Trustees approval.
11. The community room shall not be used for commercial purposes for the solicitation of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged on the premises. Exceptions to this policy may be made at the discretion of the Library Board as it deems in the interests of the Library and the community. Failure to comply with Library directives outlined in this policy may result in canceling future use.

Approved: October 6, 2021

Latest Review: October 6, 2021