

Caledonia Library

COMMUNITY ROOM POLICY

INTRODUCTION

The community room has a capacity of 32 with tables & chairs, and a capacity of 40 with only chairs. Programs that are planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of meeting space for library purposes.

All meetings must be open to the public. Use of the community room is primarily for the programs conducted or sponsored by the library, and secondarily for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes.

COMMUNITY ROOM USE

1. All activities in the community room are governed by the Caledonia Library Patron Code of Conduct. The library director may deny a request for use of the community room in cases in which the requester has previously violated the library's Patron Code of Conduct, in which the planned event has a potential to create a disturbance to other patrons, or in which there are concerns about safety and well-being of library patrons and employees. Denied requests for use of the community room may be appealed to the Board of Trustees.

2. Use of the community room for non-library purposes and programs is by application only. Applications are available at the circulation desk. Booking may be requested by phone, but an application must be submitted before confirmation. The library director, or her/his designee, must approve use of the community room. The community room may be reserved for a maximum of two hours (this may be extended with the approval of the library director). Requests may not be submitted more than twelve weeks in advance of the event's date. All requests should be submitted at least five business days in advance and will be confirmed within two working days. Exceptions may be considered by the Director, or her/his designee based on room availability or cancellations. The library must be notified at least 24 hours in advance in the event of a cancellation. Reservations must be made by an adult over the age of 18.

3. Use of the community room for profit is prohibited. No admission fee may be charged at any time.

4. The community room is not intended for religious services, sales promotions, private social functions (such as birthday parties, showers, dances, etc.), or for marketing goods or services. Political meetings are acceptable for the discussion of issues but not for campaign purposes,

party caucuses, or meetings closed to the public. The room is not intended to serve as space for regular or standing meetings.

5. The Caledonia Library will not sponsor or advertise for third party users of the community room. Except as a designation of location, the name of the Caledonia Library may not be used in any publicity related to the use of the meeting space.

6. Meeting space is available for use only during the library's normal hours of operation. Additional hours may be added in the future. Programs should be planned so that the meeting space will be vacated at least 15 minutes before closing time. Library staff must have free access to the community room at all times.

7. With the approval of the library director, food and nonalcoholic beverages may be served by groups using the community room but may not be prepared in the space.

8. No money may be exchanged for games of chance.

9. Library staff will not move or rearrange furniture or otherwise assist with meeting set up. Meeting space should be left in a clean condition. Tables and chairs and other furnishings should be returned to the positions in which they were found. If staff needs to clean up after an event, the person responsible for the reservation may be denied future use. Damage or loss to the meeting space is the responsibility of the applicant.

10. The library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

11. Meetings must be conducted in such a way as not to disturb library patrons or operations. The library director or designated staff members may terminate an event due to disruptive conduct.

12. Applicants may use the available audio/visual equipment in the community room. Trained staff may orient applicants on the use of this equipment but will not operate the equipment during the event.

13. The applicant accepts liability for either damage to library facilities or loss of library property resulting from the applicant's use of the community room. The library will provide, to the applicant for reimbursement, the cost of repairs or replacement.

Approved by the Board of Trustees on _____