

Room Reservation Policy

Application

Members of the general public interested in guaranteed use of library space benefit from this policy through understanding the reservation process, available amenities, rates for special use of library facilities, and other considerations.

Statement of Purpose

The facilities of the library offer an environment for personal enrichment that may be enhanced through having guaranteed access. This policy sets the conditions that apply to such access in the interest of providing equity and consistency in reservations. Additionally, special access outside the library's hours of operation demand additional consideration provided in this policy.

Policy

The Community Library is pleased to offer reservations for the Study Room, the Rie Lamont Community Room and the Program Room to individuals, groups, and nonprofit organizations. Scheduling for meetings is based on availability. For-profit groups, please see our rental agreement.

To reserve a room:

- Anyone who wishes to reserve a room must submit a completed Room Reservation Form showing contact information and meeting request details including date, time, nature of meeting and approximate number of people attending.
- Anyone can reserve up to 52 meetings per year. Individuals reserving for similar groups may be subject to scrutiny. Multiple reservations in the same week are discouraged and subject to review.
- Non-profit Groups and individuals that use rooms on a regular basis are asked to consider a donation toward the utilities and maintenance of the room.
- Library programming will take precedence over other reservations.
- All reservations are subject to approval; confirmation for approved meetings will be provided in a timely manner.

Unless specifically approved by library administration, no fees, dues, or donations may be solicited by any program or group for use of the room. Exceptions to this are tutors, the Friends of The Community Library, and artists displaying work in the Library. Use of the library should reflect the values of enrichment, growth of knowledge, and accessibility to all outlined in library's Mission Statement. All groups or individuals interested in using library space for free must charge no fees, dues or donations and all meetings must be free and open to the public. Those interested in private social events or for-profit events will need to use our rental agreement.

Room amenities may include microwave, mini-fridge, 12-cup coffee maker, TV, DVD player, digital projector. Any amenities needed for a meeting must be included in the request. All approved library

rules, posted in the library and available from library staff, apply to room use. Rooms must be returned to the condition and arrangement in which they're found. Any trash from food and refreshments needs to be removed from the library at the conclusion of the meeting.

Unless otherwise agreed between the group and the library, no publicity concerning meetings held in the library is to state or imply that the library is co-sponsoring the meeting.

The group will be held responsible for any damages to or theft of library property that occur during room use. The group may lose its ability to reserve space at The Community Library at the discretion of the Director.

Exceptions to any of the provisions above may be made at the Director's discretion.

Responsibility

Library staff take room reservations from the public through any conventional means of communication. Approved reservations are based on availability. The Library Director or a designee holds responsibility for providing documents related to the policy to concerned parties. The Library Director is responsible for training and supporting staff regarding this policy. The Library Director and Library Trustees will periodically review and revise the rental agreement and rate for-profit and special use outside of regular library service hours.

Approved Date: 5/14/2015

Revised: 6/13/2019, 11/10/2022

Reviewed by / on: