

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, are encouraged to make a donation.

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 6 regular meetings at one time. 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 are encouraged to present your event to the Director.

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. Nothing is to be affixed to any furniture or walls without prior approval by the Library Director. Any trash from food and refreshments needs to be removed from the room at the conclusion of the meeting. Failure to do so may result in loss of room reservation privileges for one year.

Unless otherwise agreed to between the applicant and the library, no publicity concerning meetings held in the library is to state or imply that the library is co-sponsoring or endorsing the meeting or the organization using one of the Library's meeting rooms.

The group will be held responsible for any damages to or theft of library property that occur during room use. This includes damage to walls and surfaces from adhesive products. 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.

No Show Reservations

The Community Library's room reservations are in high demand. When a room reservation is made it is the responsibility of the applicant to notify the Library of any reservation changes. We know that sometimes things come up and you may not be able to notify the Library of changes. However, the reservation may block another request and the room will sit empty. Starting in 2026 we are implementing a No Show restriction where applicants will receive one warning and then lose their reservation privileges. If you come in and a room is available you may use it but you will no longer be able to make reservations for one year.

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 encourage a donation from for-profit and special use outside of regular library service hours businesses or organizations.

Approved Date: 5/14/2015

Revised: 6/13/2019, 11/10/2022, 12/11/2025

Reviewed by / on: