

## Community Room Use Policy

Community rooms have been provided in the Pulaski County Library District so that the library can promote its program of service to the community. The community is also invited to use these rooms.

Library Staff authorize use of the rooms and maintain the schedule.

The following regulations apply to their use and any departure therefrom may be made only by the written authorization of Library Administration.

### AVAILABILITY

1. Library programs and library related programs, including those by the Friends of the Library, have priority in the use of the facilities.
2. Meetings which may disturb regular library functions shall not be scheduled.
3. If the library has an unscheduled closing, any programs scheduled in the Community Room will also be cancelled until the library reopens. Every effort will be made to contact the program's representative and any deposits or fees paid will be refunded.

### SCHEDULING

1. Rooms shall be scheduled for meeting during regular library hours. The room will not be considered scheduled until a representative from the group has signed the Community Room Policy agreement.
2. Rooms may be scheduled for meetings beyond the regular closing hours. In this case, a member of the group who is designated by the signer of the agreement must arrive during library hours to sign out a key to the door. That key must be returned within 24 hours after the meeting. Members of the group must enter and leave by designated door only. The main library will be locked off from community room after regular operating hours.
3. The building shall be vacated by 10:00 p.m.

### RESPONSIBILITY FOR EQUIPMENT AND FACILITIES

1. Groups accept responsibility for the repair or replacement of damaged or missing facilities or equipment.
2. Groups shall obtain permission to use and provide a qualified operator for any equipment used. Use of electrical or other equipment must conform to normal fire and safety standards.
3. The library does not provide any type of refreshments or dishes/paper products for groups. Groups may use the kitchen facilities in the community room but must provide all supplies and leave the kitchen the way it was found.
4. Users are responsible for room arrangement and clean up afterwards, including turning off lights and locking doors. Failure to do so will result in forfeiture of any deposit paid for use of the room (if applicable).

## Community Room Use Policy

Effective: March 20, 2018

Revised: March 19, 2019

### GENERAL REGULATIONS

1. No smoking or alcohol is permitted in the library, including community room.
2. Use of materials on walls, or decorations, is prohibited without specific approval.
3. Meeting must be open to anyone wishing to attend, but attendance must be limited to a number that would conform to local fire ordinance.
4. No materials or equipment belonging to any group will be stored at the library, and the library will assume no responsibility for anything left on the premises.
5. Granting permission to use the room does not constitute endorsement of the group or their beliefs/philosophies/practices by the library staff and/or Board of Trustees. Advance publicity must not imply endorsement by the library.
6. Any solicitation for donations must not include the name of the Library as a recipient.
7. Children's groups age 18 and under must be adult supervised.
8. Admission fees, including entry or participation fees for instructional classes, are prohibited. This regulation may be waived for Library or Friends of the Library programs.

### Meeting Room Fees

1. Fees for the use of the community room will not apply for groups, organizations, or clubs who are not using the rooms for sales, future sales, offerings, returns on investments, or the promotion of products, or for certified non-profit groups.
2. Individuals or groups who use the room for parties must pay a \$20 refundable deposit at the time the community room agreement is signed. If the room is properly cleaned up after use, this deposit will be returned. If the room is not properly cleaned, the deposit will not be refunded. If groups use the room regularly, the deposit can be held indefinitely.
3. Individuals groups, organizations, or clubs who are using the rooms for sales, future sales, offerings, returns on investments, or the promotion of products will pay a \$20 non-refundable room use fee for each use of the room. This fee is payable when the meeting room agreement is signed.