

## **Shiocton Public Library Community Room- Rental Policy**

- It is the Library Board policy to encourage the use of the community room by organizations, individuals and businesses in the library service area. The community room is available for use between the hours of 8:00am and 10:00pm
- Reservations for the room shall be made with the Library Director and are available on a first-come, first-serve basis.  
  
*\*During the winter months, users are advised to dress in layers as the community room temperature may be chilly.\**
- To ensure equitable access organizations and individuals are limited to reserving the room no more than two reservation days per week.
- If the community room is reserved for use while the library is closed, users must sign-up for a code to the room's outside entrance. The following will apply:
  - The code is to be used to enter the community room during the reserved time only. Groups using the room must stay in the room and not enter the library at any time unless prior arrangement has been made with the library director and authorized library staff is present.
  - The applicant will be responsible for use of the code. This code is not to be given to anyone not affiliated directly with the group. Any use of the community room outside of the reserved rental time may result in the forfeiture of rights to use the room.
- An authorized member of the group must sign the community room rental agreement. By signing the request form the applicant agrees that:
  - She/he has read the policy and procedures for the library community room and has a clear understanding of them.
  - She/he understands that any failure to abide by this policy and the procedures may cause a forfeiture of rights to use the room for one year.
  - She/he accepts the financial responsibility for any and all damage caused to the building or equipment beyond normal wear.
- If fees are applicable they are as follows:
  - Community room rental fee of \$40
  - \$20 of the rental fee will be a deposit to be refunded within 5 business days after room use if all policies and cleaning procedures have been followed properly.
- There will be no fee for use of the community room by nonprofit organizations or for use for educational purposes. Any organization may be required to produce proof of nonprofit status before having fee waived.
- The library director and staff are not responsible for the supervision of children whose guardians are occupied in the use of the community room.
- The library will not store any items for groups using the community room without prior approval from the library director with the understanding that space is limited. If items are left in the room the applicant will be notified and will have 10 days after date of room rental to retrieve items or they will be considered library property and may be disposed of at the discretion of the library director. The library is not responsible for any items stored or left in the community room.

- It shall be the responsibility of the user to arrange the furniture to its liking, but after the rental it must be returned to the original arrangement.
- Events or meetings will not be publicized in a manner which suggests library sponsorship or affiliation. Use of the library community room does not imply endorsement by the library, its staff or the Library Board of Trustees. Use of the library's name may not be used in any official capacity to advertise events in the community room.
- Posters, signs and other related items may be attached to the walls, curtains or doors. Nails and tacks are prohibited for hanging these items. The person or group using the room must remove the posters, signs and other items prior to leaving the room.
- It shall be the responsibility of the user to leave the room clean and orderly. We reserve the right to bill for any damages or cleaning costs. The user of the room shall remove waste materials in excess of one garbage bag full, and all leftover food must be removed prior to leaving the room.
- The community room includes a small sink and counter. Simple foods may be served. **No alcoholic beverages are permitted in the room.** Each group shall have access and use of any utensils, dishes or small appliances in the cabinets above the sink in the room. These items as well as the serving area must be left in clean condition after use.
- Smoking and open flames are prohibited in the library building, including the restrooms.
- It is the responsibility of the user to ensure the heat is turned down, lights are turned off, no water is running and outside door is locked. Failure to do so may result in the loss of the deposit to recover costs.
- If audio or visual equipment is used, the user shall set it up and have knowledge of how to use it. It is not the responsibility of the library staff to operate the equipment. The library does have a small TV, and DVD player. Wireless internet access is available. The library staff does not guarantee the use or reliability for any of these items. If there is any damage to the equipment or room, the user will be liable for repair or replacement.
- If the community room is to be used by children or young adults (under 18 years old), an adult shall make the reservation and be responsible under the same rules and regulations as applied to adult use. Adult supervision is required at all times.
- The community room shall not be used for:
  - Any purpose that interferes with normal operation of the library.
  - Political campaign purposes other than debates with all the candidates having the opportunity to participate.
  - Any individuals or groups who openly discriminate against others or promote violence against others.
  - Use by groups that are excessively noisy and thereby interfering with normal use of the library by others.
- If the community room is no longer needed, the room user will contact the library staff as soon as possible. Failing to do so may result in suspension of using the community room in the future. If the library is not contacted within 7 days of the event contracted with a cancellation notice, no refunds will be issued.

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April 13, 2016

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