

APPENDIX S: COMMUNITY ROOM POLICY & APPLICATION

The Lester Public Library of Rome provides space for meetings in its Community Room. The Community Room is primarily for the use of Library events. When it is not needed for activities related to the Library, it will be available for use by the community, subject to the policies established by the Library Board.

Description of Room

The Community Room can accommodate up to 88 seats theater style or 28 seats conference style. Maximum room capacity is 88.

A kitchenette is available with a small refrigerator, microwave, and sink.

Restrictions on Use

Microwave oven is intended for warming only – cooking is prohibited.

It is the groups' responsibility to remove all food and beverage from the premises.

Smoking or use and/or sale of alcoholic beverages are not permitted.

The Community Room may not be used for activities prohibited under local, state, and/or federal law.

Recorded media (films, DVDs, etc.) must be preapproved by the Library Director.

The Community Room may not be used for programs involving sale, advertising, or promotion of commercial products and services, unless they are Library-sponsored events.

The Community Room may not be used for private social functions, political rallies, fundraising events, or religious services.

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the Library or on its premises.

No solicitation or canvassing of Library patrons is permitted.

All programs for groups comprising primarily of persons under the age of 18 require the presence of a responsible adult at all times. Children left anywhere in the Library unsupervised shall be subject to the provisions of the Library's Unattended Children Policy Section III. of the General Policy.

Reservation for Rooms

Complete the Community Room Reservation Form.

Applications are accepted up to four (4) months in advance.

Applications must be renewed every six (6) months.

Groups will be limited to 2 reservations per month.

APPENDIX S: COMMUNITY ROOM POLICY & APPLICATION

Cancellations

In the event of a cancellation, the group's designated leader is responsible for notifying group members.

24-hour notice is appreciated. Repeated failure to give advance notice will result in denial of future requests.

No show after 15 minutes, the room will become available for others to use.

The Library reserves the right to cancel a reservation by the general public whenever the room is needed for Library purposes.

Hours Available

The Library and Community Room are available Monday, Wednesday, and Friday 10:00 a.m. to 5:00 p.m., Tuesday and Thursday 10:00 a.m. to 7:00 p.m., and Saturday 9:00 a.m. to 2:00 p.m. unless approved by the Library Director or library staff. Closed Sunday.

Library staff will not be available for assistance before and after Library hours.

Use of Facilities

No fees will be charged by the Library for use of the Community Room.

Groups using the Community Room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may be made for Library-sponsored programs.

All programs must be open to the general public. Library staff may attend or observe any program at any time.

Community Room users are responsible for their own set-up and clean-up.

The Community Room should be left neat and clean. Groups will be **charged** for damage to the room or equipment beyond normal wear and tear. Future Community Room use may be denied at the discretion of the Library Director or designated staff.

No tape, pins, nails, and adhesive may be affixed to any walls, windows, fixtures, flooring, or ceiling.

Dishes and utensils as well as consumable products must be provided by the group. Groups are expected to leave the kitchen area clean and orderly. Please keep all food and drinks in the Community Room.

Organizations may not use the name or address of the Library as their official mailing address.

APPENDIX S: COMMUNITY ROOM POLICY & APPLICATION

Materials brought in for arts and crafts must be **water soluble only**. Groups must provide and use drop clothes at all times. Cleaning the kitchenette and tables before leaving is required.

The Community Room is handicapped accessible. Restrooms are located across the lobby from the Community Room.

The group is responsible for providing an operator for any special equipment used.

The group is responsible for turning off the lights when leaving the building. Some lights will remain on for security purposes.

Disclaimers

The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the Library.

All organizations/individuals using the Library Community Room will maintain compliance with the Federal, State, and local laws and regulations regarding discrimination. This includes but is not limited to the Federal Americans with Disabilities Act.

The Library is not responsible for any loss or damage to personal items.

The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library staff or Library Board. In any public announcement, the Community Room use may not use the Library's name in such a way that it may be inferred that the Library is the host or sponsor of the scheduled meeting.

The Library is not responsible for any personal property or items left in the Community Room. Items left for thirty (30) days may be disposed of in a manner deemed appropriate by the Library Director.

The Library reserves the right to refuse to book Community Room space for groups that do not comply with the guidelines of this policy.

This policy may be subject to change based on need or circumstances as approved by the Library Board at any regularly scheduled meeting.

Review and Appeal

Any group or individual who is refused permission to use the Library Community Room or who has other objections may appeal to the Library Board by filing the appeal in writing with the Library Director within ten (10) days of the refusal. The Library Board will hear the appeal at its next regularly scheduled meeting.

Date Approved _____

Library Board President _____

APPENDIX S: COMMUNITY ROOM POLICY & APPLICATION

Meeting Date(s) _____

Meeting Start Time (allow for set-up) _____ End Time (allow for clean-up) _____

Name of Group or Organization _____

Contact Person (Responsible Party) _____

Home/Cell Phone _____

- Contact person must check-in with Library staff prior to set-up and clean-up.
- Room must be emptied and cleaned up no later than 15 minutes prior to Library closing.
- You will be responsible for your own set-up and clean-up.
- Leave the room in the same condition and set-up as you found it.

Purpose of Meeting _____

Equipment Needed:

Coffee Maker Microwave Refrigerator Tables Chairs

Expected Attendance (Capacity 88) Adults _____ Children _____ Total _____

- I am an authorized representative of the organization above and have read and agreed to the terms of the Lester Public Library of Rome Community Room Policy.
- I understand that I am responsible for the use and care of the room during the event.
- I accept responsibility for any damage to Library property and will report such damage to Library staff.
- I understand failure to abide by the policy, by myself, or my group, may result in loss of future use of the Community Room.
- I understand that tobacco and alcoholic beverages will not be permitted at my meeting/event.
- I understand this room is available at no cost to me or the group I represent.
- I acknowledge my group may offer a monetary donation to offset costs of utilities of this room.

I have read the policy for the use of the Lester Public Library of Rome Community Room and agree to the terms and conditions described therein.

Signature of Contact Person
Must be 18 years or older

Date

Staff Signature

Date