

## **Lester Public Library of Rome Community Room Policy**

### Purpose

The Lester Public Library of Rome's mission is to provide quality, high-interest materials and services which fulfill educational, informational, and recreational needs of our community and surrounding areas. In support of this mission, the Library provides spaces appropriate for public gatherings and lends this space to groups in the community. This policy is intended to govern the free use of this space by non-Library entities. The library does not endorse the policies, activities or the views expressed by any group or organization during a meeting or event.

### Room Accommodations

The community room can accommodate up to 88 seats theater style or 28 seats conference style. Maximum room capacity is 94. All programs and presentation must have available a center aisle and the exits cannot be blocked. The room is free to use. However, a donation would be gratefully accepted.

People using the room should keep in mind that the library is a public facility. Behavior that is disruptive to regular operations of the library or which could possibly be dangerous to library users or library staff will not be tolerated. The Library is under video surveillance.

### General Regulations

All programs, meetings and events must be free of charge. No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library is a co-sponsor of the program or event.

1. The community room may not be used for:
  - a. Solicitation of business.
  - b. No goods or services shall be promoted, sold, or exchanged.
  - c. Fundraising other than fundraising that supports the Library, unless specifically permitted by the Library Director.
  - d. Private functions (birthday parties, private and personal parties).

### Availability

1. The Library reserves the right to cancel a reservation by the general public whenever the room is needed for Library purposes.
2. Priority for the room's use will be given to Library programming, then determined by when reservation requests are received. The library reserves the right to preempt any scheduled meeting. In addition, the library reserves the right to cancel reservations due to unexpected community needs or an emergency situation.
3. Reservations shall be taken by the Library Director or staff on a first come, first serve basis no more than six (6) months in advance.
4. All groups wishing to use the community room must submit a room reservation form at least 24 hours in advance. By requesting the use of this room, the patron agrees to adhere to all terms within this document as well as all other relevant library policies. Forms and reservations may only be modified by the person who made the reservation. Reservations shall not be assigned or transferred between groups and individuals.
5. Cancellation of room reservations must be made at least two (2) days in advance by the person submitting the room reservation form. Because these rooms are a community resource, failure to give advance notice could lead to denial of future requests. Weather cancellations are the exception.
6. No individual, organization or group may have more than two meetings in a one month period, unless the library is an event co-sponsor or permission has been given by the Library Director.
7. Only those 18 years and older are eligible to reserve the community Room.

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### Use of Facilities

1. Groups may use the library's kitchen facilities to prepare light refreshments, sandwiches, salads, etc., for serving in the community room. All food must be properly contained. No cooking facilities are available.
2. Alcoholic beverages, smoking or illegal drug use are prohibited.
3. Groups reserving the community room are responsible for providing any necessary plates, napkins, cups, cutlery, table/chair coverings or other materials.
4. If food or beverages are served, all waste must be placed in the proper containers and garbage cans must be emptied. Garbage bags are to be tied and placed outside in the proper waste bins located next to the book drop entrance. The floor should be vacuumed.
5. Room furnishings must be returned to original set-up upon completion of the room event.
6. Equipment may be used in the community room with prior approval from the library director or staff. Individuals/Groups are responsible for bringing their own computers and necessary connections and equipment. The Library staff is not responsible for setting up or taking down equipment or furniture used in the meeting room.
7. Copyrighted audio-visual material may not be shown in the community room without prior permission from the copyright holder.
8. Decorations, wall hangings, and presentation materials may not be fastened to walls, ceilings, or fixtures.
9. Do not block fire exits.

### Conditions of Community Room Use

1. Allow Library staff to enter and remain in room at any time.
2. Do not disrupt the use of the library by others.
3. Do not exceed designated maximum room capacity.
4. Set up room if/as needed.
5. Return room to its former arrangement following use.
6. Put all refuse in the waste and recycling containers provided.
7. Remove all food/beverage items.
8. Vacuum if food is served or if activity creates a need.
9. Leave area in good condition.
10. Turn off all lights.
11. Upon leaving the library, the person using the room MUST check the closed doors to make sure the library is securely locked.
12. The community room must be vacated by 10:00pm, unless given permission by the Library Director for longer use.
13. Call 9-1-1 in case of emergency. Contact the Town of Rome Police Department non-emergency number at 715-325-8020 in the event of any problems, damage, or other issues.

### Community Room Orientation Checklist

- Screen
- Table set-up and takedown
- Projector, DVD/Blu-ray Player
- Stacking Chairs
- Shutting off lights and exiting building after hours

Contact person initials \_\_\_\_\_  
Staff initials \_\_\_\_\_  
Date \_\_\_\_\_

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### Damage

Any and all damage to the community room, equipment, and restrooms is the sole responsibility of the person submitting the room reservation form. Groups will be charged for damage to the room or equipment beyond normal wear and tear. Future room use may be denied at the discretion of the Library Director or staff.

### Disclaimer

The Lester Public Library of Rome and the Town of Rome assume no responsibility what so ever for any or all liability for loss and/or damages to personal property which may be sustained due to a group or organizational use of the library community room. The fact that a group is permitted to use the library's community room does not in any way constitute endorsement of the group's policies or beliefs by the library. No advertisements or announcements implying such support shall be permitted.

I have received, read, understand and agree to follow rules set forth in the community room policy of the Lester Public Library of Rome

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

### 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 \_\_\_\_\_

Revised and Approved by the Library Board on 06/14/2019