

<p style="text-align: center;"><b>Cromaine District Library</b> <b>Policy</b></p>	<p>Policy #: 4020 Page 1 of 4</p>
<p style="text-align: center;"><i>LIBRARY MEETING ROOM</i> <i>RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 7/7/94 Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09; 1/17/13; 4/18/13; 2/20/14; 4/20/17; 4/19/18 Review by Counsel: 7/03; 2/14 Reviewed: 12/16/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16</p>

**Purpose**

Cromaine Library (the Library) uses its three meeting rooms (which accommodate eight to 75) to promote its program of service to the community. The Library also makes its meeting rooms available for use by Cromaine District Library residents with Cromaine library cards in good standing who wish to use the facilities for civic, educational, cultural, or charitable goals and objectives. Permission to use library facilities will not be granted when the request is for activities or use that is in conflict or competition with library programs or not authorized by this Policy.

Meeting room space can be reserved provided the use of the rooms are for civic, educational, cultural or charitable activities of the community consistent with the goals and objectives of the Library.

Sale of products or services or any exchange of cash, checks, or credit card use in the meeting room is limited to library-sponsored activities, such as the Friends of Cromaine Library’s sales. Anyone requesting exceptions must do so in writing and the Library Director or designee must approve them in writing prior to the meeting room use. No exceptions will be granted unless the request is consistent with this Policy.

Permission to use a library meeting room does not imply the Library’s endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available to qualified cardholders as set forth in this Policy regardless of race, creed, color, national origin, age, sex, religion or disabling condition of the cardholder or members of the organization. Meeting room use which plans activities open to the public shall not limit attendance on the basis of race, creed, color, national origin, age, sex, religion, or disability.

**General Regulations**

The Library reserves the right to review each prospective use and determine whether that use falls within the Cromaine Library meeting room guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.

Meetings must be open to the public, except for private family functions. Anyone requesting admittance to the meeting must be allowed to attend free of charge. Meeting room use cannot disrupt the programs or activities of the Library, nor can it create a public safety hazard. Everyone must observe Policy 2030, Public Conduct in the Library at all times.

A representative of the Library may attend any meeting held in library facilities. Any cardholder who does not comply with meeting room policies will lose the right to use library facilities for six (6) months.

## **Availability**

The Library gives priority for use of the rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis.

Meeting rooms are available during library open hours. Use of a meeting room outside of library hours requires written approval in advance from the Library Director or designee.

## **Application and Cancellation**

Anyone wishing to use a meeting room must submit an application from the Library's web site.

The Library must receive the completed online application, a copy of the meeting notice or other publicity, and all fees no less than five (5) business days, nor more than ninety (90) calendar days, in advance of the needed day. The Library will accept tentative reservations in person or by phone; however, the date and time will only be held for three days. The Library does not consider a reservation confirmed until the Library has approved the application in writing, reviewed the publicity or notice of the meeting, and received all fees. The requesting cardholder may seek approval to change the room arrangement up to one week prior to the event.

The cardholder must have an up-to-date Cromaine District Library card in good standing. This individual will be held responsible for any damage that may occur. Only adults age 18 and over are eligible to reserve meeting rooms. The user must provide adult supervision for all groups with participants of less than 18 years of age.

To ensure meeting room access to a greater number of residents, only one meeting room reservation will be approved per month per Cromaine cardholder. .

The Library may reject any application or withdraw previously granted approval for violation of these rules.

Anyone wishing to cancel a room reservation must do so at least 48 hours in advance. There will be no refunds for cancellations received less than 48 hours prior to the reservation.

On rare occasions, the Library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the Library will make every reasonable effort to give ample notice and to assist the cardholder in reserving another date. If that is not possible, the Library will refund any fees.

Appearance on the Library's room reserve calendar is not proof of approval of the request. Only written approval, following successful application, review of notices and publicity, and receipt of fees, is valid.

## **Fees**

For cardholders on behalf of non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours.

For cardholders on behalf of commercial entities or for-profit organizations using a room for educational programs or meetings the fee is \$30 per hour, during regular library hours.

For cardholders on behalf of private family functions, the fee is \$50 per hour, during regular library hours.

When fees are required, charges will be based on full-hour increments. Reservations must include adequate time for both set-up and clean-up.

For meeting room use outside of regular library hours, there is a fee of \$20 per hour in addition to the customary hours fee.

The Library also requires a \$50 security deposit for each room in which there will be food. The Library will refund this deposit if the room is found in satisfactory condition after the meeting.

The Library reserves the right to hold the fees unless notice of cancellation is received 48 hours in advance of the scheduled meeting.

Additional fees may be imposed for repeat cancellations, cancellations less than 48 hours prior to meeting time, and extended training in the use of meeting room equipment, even for cardholders on behalf of non-profits. Charges will be added to the cardholder's library card account and may prevent use of the Library on the whole, if unpaid.

### **Use of the Facilities**

The meeting may not exceed the posted capacity of the meeting room.

If food is included in the room reservation and approved, then the cardholder is responsible for bringing all serving equipment, supplies, etc. The cardholder is further responsible for all food set-up and clean-up, including removing food trash from the premises.

The Library does not allow anyone to serve or consume alcoholic beverages on any of its premises.

Meeting attendees may not mount any material on the walls of any meeting room without prior permission from the Library.

Tables and chairs are available for use in the meeting room. Depending on availability of Library staff, the meeting room reservation cardholder may be responsible for setting up and taking down furniture used in the meeting room.

The cardholder may use the available audiovisual equipment and sound system. The cardholder must leave the meeting room in the original condition and set-up arrangement.

### **Publicity and Notice of Meetings**

Each cardholder is responsible for its own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event held in Cromaine's meeting rooms must include the statement: "Offered at, but not by, Cromaine Library."

Each cardholder must provide the Library a copy of notices of meetings or promotional materials for review, before distribution, as part of the room reservation application.

The Library will give information about the meeting to anyone who calls for more information, except for private family functions.

### **Liability**

All meeting room users agree to hold Cromaine Library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of library facilities.

The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum of \$50, plus the actual cost of the damage.

The Library will not be responsible for any equipment or items left in the meeting rooms.

The user must provide adult supervision for all groups with participants of less than 18 years of age.

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