

<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></p> <p>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 4/18/19 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) and the Hartland Music Hall (seating 220) to promote its program of service to the community. The Library also makes its meeting rooms available for use by those 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. Facility 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, and for private family functions (such as weddings) as described below.

Sale of products or services or any exchange of cash, checks, or credit card use in the facilities’ spaces is limited to library-authorized 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 facility does not imply the Library’s endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

**General Regulations**

The Library reserves the right to review each prospective use and determine whether that use falls within the Cromaine Library facility 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 without discrimination and without charge unless prior approval for admission fees has been given. Facility 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, state and local laws at all times.

A representative of the Library may attend any meeting held in library facilities. Any reservation holder 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 facility and rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis. In simultaneous submission of requests, priority will be given to resident library cardholders in good standing.

Meeting rooms are available during library open hours. Use of a library 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 facility 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 (except private family functions), in advance of the needed day. Private family functions at the Hartland Music Hall require a minimum 50% deposit. 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 required fees. The reservation requester may seek approval to change the room arrangement up to one week prior to the event.

The individual reservation requester will be held responsible for any damage that may occur. Only adults age 18 and over are eligible to reserve the facility and 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, only one meeting room reservation will be approved per month per requester.

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 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 requesters on behalf of non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms. Fees, including custodial fees, are required for use of the Hartland Music Hall for all rental use.

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

For requesters on behalf of private family functions, using library meeting rooms, the fee is \$50 per hour, during regular library open to the public hours.

The Hartland Music Hall fee schedule is available upon request.

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

For library meeting room use outside of regular library open to the public 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 library meeting room in which there will be food. The Library will refund this deposit if the room is found in satisfactory condition after the meeting. No food or beverage is permitted in the Hartland Music Hall.

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 requesters on behalf of non-profits. Charges will be invoiced and may prevent use of the Library on the whole, if unpaid.

### **Use of the Facilities**

Occupancy may not exceed the posted capacity of the facility or meeting room.

If food is included in the room reservation and approved, then the reservation holder is responsible for bringing all serving equipment, supplies, etc. This person is further responsible for all food set-up and clean-up, including removing food trash from the premises. No food or beverage is permitted in the Hartland Music Hall at any time.

The Library does not allow anyone to serve or consume alcoholic beverages on any of its premises. No smoking is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.

Attendees may not mount any material on the walls of any facility or meeting room without prior permission from the Library.

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

The reservation holder may use the available audiovisual equipment and sound system. The facility or meeting room must be left in the original condition and set-up arrangement.

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

Each reservation holder 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 reservation holder, other than private family functions, 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.

All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

### **Liability**

All facility and 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 facility or meeting rooms.

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