

Community Room Policies

(As of 04/15/24)

The following policies apply to any and all groups, clubs, entities, or individuals using the Community Room. Failure to comply may lead to immediate termination of use of the room, exclusion of individuals from the premise, and/or loss of security deposit.

1. No alcoholic beverages may be dispensed or consumed anywhere on library property.
2. There is **no smoking anywhere on library property**.
3. Open flames of any kind are not permitted. This includes candles, etc.
4. Reservations must be scheduled in advance with library staff and arrangements made for key pick up during normal library operating hours.
 - a. Failure to pick up a key during library operating hours will not be accommodated. Either the event will have to be rescheduled or canceled.
5. Please vacate the room on time as another group may be scheduled after your use.
 - a. Schedule ample time including set-up/take down, to ensure room is available.
6. When using the stove, the kitchen vent fan *must* be turned on or the fire alarm will sound and the fire department will respond.
7. Tables and chairs are available for your use. You are responsible for set-up and breakdown. *Please wipe down all tables before breaking them down.*
8. Please remove any tape used on tables, windows, walls, etc.
9. Each group will leave the room, restrooms, kitchen, and lobby clean and the carpet vacuumed. All trash is to be removed. *Remove items from the fridge.*
10. Turn off all lights and faucets. Please double check before you leave.
11. Make sure that all windows and doors are closed and locked before you leave. This includes the lobby door.
12. Any group damaging any library property will be liable for costs incurred.
13. The library is not responsible for theft or damage to any property brought into the facility.
14. The library is not liable for injuries to people or damage to property, individuals or organizations using the room.
15. The library reserves the right to cancel prior community room reservations with at least 48 hours notice or less notice in the case of an emergency.
16. When done, lock the lobby door and drop the completed usage form and keys in the library drop-box.

Please sign, instating that you agree with all policies for our community room.

Name:

Date:

Staff Member:

Thank you for your cooperation and we hope you enjoy the use of this room!

Board Approved: 04/16/2024

Board Review Date: 04/16/2029