

Community Room Use Policy

Adopted: 5/18/2021

I. Introduction and Purpose of Policy

The Columbia Township Library (“Library”) has a 1,500 square foot multi-purpose Community Room that is available for Library, Columbia Township, and public use. When the Community Room is not scheduled for Library-sponsored or co-sponsored events or Township meetings, it may be used by the public within the parameters set by this Community Room Use Policy (“Policy”). The restrictions of this Policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events or Columbia Township meetings.

II. Application and Scheduling of Meeting Room

- A. General Use. Any person, group or organization may use the Community Rooms, pursuant to the requirements of this Policy (“Users”). The Community Room is available during regular Library hours, and is available outside regular Library hours with prior approval by the Library Director.
- B. Capacity. The capacity of the Community Room is 70 people. In the event of public health emergencies, the Library will follow capacity guidelines as directed by the state or county health department.
- C. Scheduling.
 - 1. Applications shall be accepted on a first-come-first-serve basis, with (a) Library/Township business and (b) Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community.
 - 2. The Library reserves the right to cancel/reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.
 - 3. All events will be scheduled between the hours of 8:00am and 10:00pm.
- D. Application Process.
 - 1. Any person 18 years or older may fill out an application for use of the Community Room. Applications are available at the circulation desk in the library during regular Library hours. A copy of the

User's driver's license or State ID is required as part of the application.

2. The Library will contact the User with confirmation that their application has been reviewed and a Reservation has been made (or declined). Do not assume that your Reservation is complete upon submission of the application.
3. The fee, if any, will be due upon confirmation of the Meeting Room Reservation.
4. If you need to cancel the Reservation, you must provide the Library 24 hours' notice.
5. For events scheduled when the Library is closed, a key to the Community Room may be picked up within 24 hours of the event at the Library circulation desk during the Library's regular hours.

E. Fees.

1. The Community Room is available to non-profit organizations free of charge. (e.g. organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities)
2. The Community Room is available to the general public for personal use for \$25.00 an hour. (e.g. baby/bridal showers, birthday parties, reunions, and other social events)
3. The Community Room is available to any for-profit organization for \$25.00 an hour.

III. General Guidelines

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons Under the Age of 18. Users of the Community Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.
- C. Tobacco, Marijuana, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, marijuana, alcohol and the illicit use of controlled substances in the Community Room.

- D. Food and Beverages. The Community Room is equipped with a kitchenette which includes a refrigerator, sink, microwave, and serving window. The kitchenette is not intended for cooking, but rather for serving and keeping food warm. It is the responsibility of the User to observe all health codes when serving food. Users may not use Sterno or flames to heat food. The Library does not provide serving dishes or utensils. Garbage bags and basic cleaning supplies are provided.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which it was found. The User must remove all trash from the Community Room. Additionally, all leftover food, containers, beverages and all other personal or group-owned items must be removed. Failure to clean up may result in forfeiting the privilege of using the room in the future and a minimum \$50 cleaning fee will be assessed. Users must include time to clean up and set up within the scheduled time.
- H. Damage to Community Room. If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.
- I. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- J. Occupancy. Users shall permit no more persons than is stated by occupancy requirements identified in Section II. B above.
- K. Raffles and Contribution Requests. Any User selling tickets, raffles or soliciting contributions must have all necessary permit and licenses necessary for such activities and may only conduct such activities while using the room as reserved by the User. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property outside of the Community Room.
- L. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

- M. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.
- N. Room Access. Unless prior arrangements have been made and approved by Library Director, Users may not enter the Library before opening hours and should allow adequate time to set up.
- M. Copyright. Any group, organization, or individual showing a video/DVD in the Community Room must adhere to copyright law. The User is responsible for obtaining public performance rights for all publicly screened media.
- N. Soliciting/Sales. For-profit groups or organizations soliciting or selling products or services are not eligible to use the library meeting room.
- O. Public Health Orders. When the Library is subject to public health orders from the state/local Health Department or other applicable authorities, it is the responsibility of the User to ensure that attendees observe these orders (e.g. masking, social distancing, reduced capacity). Information about any current public health orders may be obtained from the Library Director.
- P. Parking. The User is responsible for communicating to attendees that event parking during Library hours needs to be on nearby streets, not in the Library's limited parking area.

IV. Library Disclaimer

- A. No Endorsement. Use of the Community Room does not constitute the Library's endorsement of an individual's or group's policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Community Room must state that "The Columbia Township Library does not sponsor or endorse this event."
- B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Community Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Community Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.
- C. Hold Harmless. The Columbia Township Library is released and held harmless from any and all claims for personal injury or property damage.