

## **Introduction**

The South New Berlin Free Library provides a meeting space (46 person capacity), hereafter referred to as the Community Room, where groups can gather for cultural, civic, intellectual and informal educational engagement.

## **General Policy**

The Library reserves the Community Room on a first-come, first-served basis, as scheduling permits. The right of a group to meet in the library does not constitute an endorsement of the group's policies or beliefs by the Library. Library-sponsored events will take priority for room use. The Library reserves the right to cancel a booking in favor of a Library-sponsored event, and will notify the scheduled group with reasonable advance notice. The Community Room is available for public use only during library hours.

## **Who May Use Our Community Room**

1. Community groups and organizations may utilize the Community Room. The Library Director reserves the right to review requests for room use.
2. The Community Room may not be used for private parties and political campaigning.

## **Rules For Use**

1. Requests for use of the Community Room must be submitted in writing to the Library Director. Final decision for approval of the Community Room use rests with the Library Director. The Library Director may, when deemed necessary, consult with the Board of Trustees for a decision to use the Community Room.
2. Non-library groups are not permitted to engage in fund-raising activities, solicit donations or charge fees or admission to programs held on library premises. Club dues and other shared costs within an organization are not considered fees. With Library approval educational entities may charge nominal tuition costs.
3. Meetings planned as commercial endeavors or to advertise or sell products or services are prohibited.
4. All groups utilizing the Community Room will be required to sign an agreement.
  - o The individual signing the agreement must be an adult, age 18 or over, and is responsible for the orderly conduct of the group.
  - o Community Room attendees must follow the Library's Standards of Behavior Policy.

- Meetings must be conducted so as not to disturb others using the library. Groups which disturb library activities or library users will be denied future use of the Community Room.
  - In the event of any damage to Library property and/or equipment, that individual will be liable.
  - Young children accompanying adult users of the Community Room shall not be left unattended in the library. Minors are not permitted to use the Community Room without adult supervision.
5. Library staff and members of the public may enter and remain in the Community Room at any time during a scheduled event. No expectation of privacy should be assumed.
  6. It is the responsibility of the group/organization to ensure compliance with the fire code restrictions as to the Community Room occupancy limits (46 persons).
  7. The first three parking spots are reserved for non-meeting library patrons.
  8. Room set-up is each group's responsibility. The Community Room must be left in the condition in which it was found unless other instructions are given.
  9. Nothing may be attached to walls, doors, or ceilings.
  10. Limited kitchen facilities are available. Groups may serve light refreshments. Serving and consumption of alcoholic beverages is not permitted on library property. Smoking, vaping, and any type of open flame, on library property is prohibited.
  11. The Community Room is available for public use when the library is open, but must be vacated 15 minutes prior to the scheduled time of closing. Groups which do not vacate the room in a timely fashion may have their Community Room privileges suspended.
  12. Facility cleanup must be complete prior to the end of the reservation time. The reserving party is responsible for cleaning up after Community Room use.
  13. Storage of equipment and/or supplies is not permitted in the library, unless at the discretion of the Library Director.
  14. The Library is not responsible for the loss, theft, or damage to any equipment or materials owned or rented by an organization or individual meeting in the library.
  15. Cancellation notice must be given at least 48 hours in advance. Failure to give notice may jeopardize future bookings.
  16. The Library is not responsible for advertising non-Library sponsored events.
  17. Advertising for events may in no way imply Library sponsorship.