



## **LIBRARY COMMUNITY ROOM POLICY**

### **STATEMENT OF PURPOSE**

The North Lake County Public Library District (Library) Board of Trustees believes that the library is a community center in which to share ideas and information. To promote this idea, the Library makes available its Library Community Room as a public service. The Library supports the right to assemble and freely discuss all ideas. In doing so, the Library does not necessarily support any point of view presented by those using the room, nor does it endorse any organization. Misrepresentation of this premise, such as listing the Library as a host or sponsor, may result in loss of use of the Library Community Room. Library activities, including those of the Friends of the Library and the Library Foundation, shall have first priority for usage of the community room.

### **MANNER OF USE & FEES**

A contact person, 18 or older, must be designated for each event and will be responsible for checking in, obtaining an access code, and checking out of the room. If the event ends after library hours, that person will be responsible for securing the building according to the instructions provided and ensuring that the building (including restrooms) is cleared of all individuals. The contact person must complete and sign an agreement, valid for one year from the date of first use, and pay the refundable deposit and any required fees, no less than seven days prior to the event to confirm a reservation. This agreement will be reviewed by the Director or designee for completeness and to ensure it does not conflict with library use, previously scheduled groups, or this policy. If the agreement, deposit and applicable fees are not received at least seven days prior, the reservation is not confirmed until they are received and approved by the Director or designee, and the slot may be given to another group without notice.

There is a \$25 refundable cleaning deposit required for all reservations. Unused cleaning deposits may be carried forward from event to event. Deposits expire at the end of the agreement and may be carried forward to a new agreement, donated to the library, or requested as a refund. The library will attempt one time to call and/or email the contact person at the expiration of the contract to notify them of the options. Uncollected deposits on agreements expired more than three months will be converted to a donation to the Library and a new deposit will be required if a new agreement is requested.

Light refreshments may be served. Alcohol and marijuana in any form are not permitted. All users of the Library Community Room must return the room and equipment to its original state, wipe counters, tables and chairs of debris, vacuum the carpet and properly dispose of all garbage from the room in either the alley garbage can or offsite. If library staff must clean the room or remove garbage, the \$25 deposit will be retained and a new deposit required for future use of the room. All damages of building or equipment are the responsibility of the group.

The Library Community Room may be used without charge, except for the cleaning deposit described above, by governments, not-for-profit entities and individuals for public, non-

commercial purposes. Private events may only be held after-hours or on days the library is closed. The Director or designee must approve all private events in advance (i.e. baby showers, birthday parties, retirement parties, etc.) and there is a \$35 fee per day. Use of the Library Community Room for non-library fundraising, commercial purposes or by commercial entities is prohibited. Reservations require the cleaning deposit in addition to applicable fees.

Attendance at any event must not exceed the posted room capacity.

Library Community Room users are legally required to abide by the Library's Public Performance Site License when showing copyrighted films or documentaries. There may be associated fees and proof of right to show must be supplied with the reservation if not part of the library's film license.

Equipment, supplies, materials or other items owned by a facility user and used in the library are not the responsibility of the library, nor can they be stored in the library. For two-day events, permission may be granted with approval from the Director or designee prior to storing items in the room. A detailed list of items being stored must be provided in advance.

No registration or admission fees may be charged for any event. Membership dues may be collected. Groups may charge a reasonable fee for materials or certification, and must submit, along with the signed agreement, a detailed listing of what the materials are and their associated costs. The Director or designee reserves the right to deny use of the room if any breach of this policy is observed or if fees associated with an event appear unreasonable in the opinion of the Director or designee.

### **AVAILABLE EQUIPMENT AND ASSISTANCE**

The Library provides several pieces of equipment that may be used in the Library Community Room for no additional charge. A current list is available by request. A hearing loop system is installed in the Community Room for those with t-coil enabled hearing aids and cochlear implants. Please ask for a demonstration if you are interested in using the hearing loop system. Setup and reset of the room is the responsibility of those using the room. Library staff are available to provide instruction for use of equipment. Technology assistance should be requested at the time of booking to ensure a knowledgeable staff member is available at the requested time. If the event is held on a day or time the library is closed, no staff will be available during the event. Please ensure you request assistance and instruction during library hours prior to your event.

### **SCHEDULING**

Library Community Room reservations must be made with the Library Director, Assistant Director or a librarian. Reservations are not confirmed until all documents and fees are received, and use approved by the Director or designee. Only denials will be contacted, and notice given within three business days of submittal.

Library activities shall have first priority for usage of the Library Community Room. In an emergency, the Library may ask a group to cancel a scheduled event to allow for library use of the room. Reasonable attempts will be made to give a minimum of 24 hours notice.

To avoid scheduling conflicts, the Library Community Room will be made available on a pre-arranged basis for ample blocks of time that allow for setup, event, and cleanup.

A facility user may have no more than two reservations scheduled for the Library Community Room at a time. Only one facility user agreement may be on file for a person or group. An event may be scheduled for no more than two consecutive days. Requests for a series of events requiring scheduling of outside speakers or presenters, or an educational series lasting no more than 12 weeks must be submitted in writing for approval by the Library Director. Request must include a brief description and requested dates and times. Requests for regular event days and times will not be considered (i.e. the first Monday of every month) to allow greater access to use of the room.

Library Community Room users must contact the Library to cancel a reservation at least 24 hours prior to an event. Failure to notify the Library of a cancellation may result in restrictions on future use.

### **BOOK SIGNINGS**

Authors requesting a book signing on Library premises are required to follow all aspects of this policy as well as those listed below. Library sponsored author events and signings are not subject to this policy.

- The author will provide copies of their book(s) for sale to the public.
- There is no fee to use the Library Community Room for a book signing as long as no other business or sales are conducted.
- All expenses associated with promoting the book signing will be the primary responsibility of the author. The Library is not expected to do any promotion.

### **RIGHTS & RESPONSIBILITIES**

All events taking place during the Library's public hours are considered public events and open to public participation and observation at no charge. All Library Community Room users must follow the library's Patron Conduct Policy. The Library reserves the right to deny use privileges or retain the deposit should any abuse of this or any other library policy occur. Appeals may be made to the Library Board of Trustees at a regularly scheduled meeting by providing a written appeal to the Library Director no less than seven calendar days prior to the next regularly scheduled meeting, so the appeal may be placed on the agenda. The Library may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled event.

This policy was reviewed and approved by the North Lake County Public Library District Board of Trustees on **November 28, 2023**.

Signed:

Allen Bone, Board Chair

Abbi Dooley, Library Director