

Harrison Community Library Community Room Policy

Availability:

The Community Room exists for a) the library and its programs, b) organizations that serve the community of the Harrison area, and c) groups whose meetings are open to the public. The room may be used by private individuals and organizations as scheduling permits and at the discretion of the library director. Use of the library community room does not in any way constitute endorsement of that group's policies by the library staff, the Board of Trustees, or the City of Harrison.

Fees:

There is no charge to non-profit groups for use of the community room.

Profit making groups shall be charged \$25.00 per half day (4 hours), minimum. For profit groups using the room for less than 4 hours are still required to pay \$25.00. Organizations which charge admission to the scheduled event will be considered profit-making and will be charged for use of the community room. The library director must approve use by profit making groups.

A \$5.00 refundable key deposit will be charged to all groups using the community room outside regular library business hours.

Application and scheduling:

Groups wishing to use the community room may reserve the room by telephone or in person. Prior to using the room, a representative for the group must complete the community room contract. Contracts will be mailed upon request.

Groups who have previously been granted permission may have that permission withdrawn for violation of library rules and/or policy.

The library and groups associated with the library have first priority when scheduling room use. Scheduling for other groups is on a first come, first served basis. Events may be scheduled up to one year in advance; however, the library reserves the right to reschedule standing reservations if the room is required for a library event. Every attempt will be made to give notice of rescheduling as soon as that need is known but at least 24 hours prior to the scheduled event. The library also reserves the right to cancel scheduled use of the meeting room in the event of an emergency, including bad weather.

Cancellation by an individual or organization of a reserved time period should be made as soon as possible but at least 72 hours in advance of the proposed meeting date. Telephone notification is sufficient.

5. Rules:

Those using the community room must abide by all library policies. Community room use shall not interrupt or interfere with regular use of the library.

The room shall be left in a clean, neat, orderly condition. Damage to the room, equipment or furnishings may be charged to the user and further use of the community room may be denied. Attaching materials or decorations to the walls or ceilings must be approved in advance by the library staff.

Those using the community room must comply with all governmental codes and regulations regarding the use of such rooms, including but not limited to seating capacity rules, keeping areas in front of exits clear, use of fire doors, etc.

Set up and clean up of the room are the responsibilities of the group using the space. Additional time for set up and clean up should be included in the total time needed for use of the room at the time of application.

Alcohol and smoking are not permitted anywhere in the library building.

Groups providing refreshment must also supply any needed dishes, cups, etc.

The organization using the room shall be responsible for supervision and preservation of all library property, including used books which are stored in the room.

Liability:

The library staff and Board of Trustees are not responsible for loss or damage to exhibits left in the community room or for the personal property of those attending the event.

Groups agree to hold the library harmless from any loss, damage, liability, costs and/or expenses that may arise during or be caused in any way by use of the community room.