

***Statesboro Regional Public Libraries
Evans County Public Library***

Community Room Use

Approved by Evans County Library Board of Trustees on April 10, 2014

This policy supersedes all prior policies and practices relative to this subject.

COMMUNITY ROOM

The Evans County Public Library's Community Room (hereafter referred to as the Community Room or Room) entry is through the main Library entrance during public operating hours and through the separate exterior entry after Library hours.

The Room is and designed for group functions of no more than 50 people (per state fire codes). ADA accessible public restrooms are located adjacent to the room and are accessible during all hours the room is in use. The Room has a sink and counter space, but is not designed for food preparation. WiFi is available in the Room; no computer or audiovisual equipment is furnished. Chairs and tables are available for use; furnishing needs should be discussed with Library staff at the time the Room is reserved.

Limited parking is available adjacent to the Library. During the Library's public operating hours, function participants should park away from the Library building entrance in order to provide space for the Library's regular users.

Community Room policies and procedures are available at the Library and on the Library's website.

USE OF THE COMMUNITY ROOM

All functions are open to the public. Notice of all functions may be publicly posted by the Library.

The Community Room is available for Library-sponsored functions and for functions initiated by the public. These may include, but are not limited to, the following:

- Library sponsored programs, activities, meetings, or other functions;
- Civic group or club programs and meetings;
- Educational and cultural group programs and meetings;
- Religious or political group programs and meetings;
- Social functions;

Library-sponsored functions have priority and first preference in use of the Room over all other uses and reservations.

Use of the Library's Community Room does not indicate Library approval or endorsement of an individual or group's policies, activities, ideas or opinions. A group may not use the Library's name for any purpose other than to indicate the location of the meeting. Groups or individuals

using the Community Room may not imply in any advertising or publicity that the function is sponsored, cosponsored, or endorsed by the Library.

Users of the Room agree to comply with the Library's policies.

The Library assumes no liability for injury to person(s) during the time its premises are used, nor liability for damage to vehicles or equipment on library grounds. The Library assumes no responsibility for personal belongings of persons attending Community Room functions. A waiver of responsibility must be signed before a room can be reserved.

Notwithstanding any other language in this policy, an individual or group that uses the Community Room shall indemnify, hold harmless, and release the Statesboro Regional Public Libraries and Evans County Public Library, their trustees, administrators, librarians and staff, agents, and employees from and against any and all claims for damage to persons or property sustained by the user or any person claiming through the user related to the individual or group's use of the Community Room.

Library staff members are authorized by the Evans County Library Board of Trustees to interpret Community Room policies and procedures. Exceptions must be approved by Library management.

USE LIMITATIONS

Activities should not infringe upon patron use and staff operation of the Library.

Attendance must be limited to no more than fifty (50) people.

Use will normally be limited to adult groups. If the function involves children, one or more persons age 21 or older must be in attendance at all times to supervise the activities of the group. The Library does not provide childcare. Room users should be aware of the Library's *User Behavior and Unattended Children, Youth, and Dependent Persons* policies.

Functions must be free of charge to participants. Fees related to the costs of materials may be charged. The purchase of materials may not be required for attendance at a function.

The room may not be used for profit-making or fundraising for individuals or groups not affiliated/associated with the Library. No sale presentations or sales are to take place at the function. Programs which are designed to bring in potential clients for insurance or brokerage or investment sales are not permitted.

Only light refreshments may be served. Use of sterno or open flames is not permitted.

Tobacco use, in any form, is forbidden within Library buildings. Smokers should use the designated outside smoking area.

Alcohol and illegal drug possession/use are forbidden anywhere on the Library premises, including the grounds and parking areas.

Room set-up and clean-up are the responsibility of the user. Library staff members are not available to set up or take down furniture, operate equipment or train others to operate equipment. No materials may be attached to walls, floors, or interior/exterior doors. After the

function, users must restore the Room to its original arrangement and condition, including removal of trash.

ROOM USE REQUEST

Individuals or groups may request to use the Community Room when it is not being used for Library-sponsored events.

The Community Room may be tentatively reserved by contacting the Library. Before a use request can be confirmed, the responsible person for the group must complete and sign the use request and waiver forms and submit to the Library in person. The Library reserves the right to review any and all use requests.

The person requesting to use the Community Room for a function must be at least 21 years of age, showing a valid government-issued photo ID to designated Library staff at the time the use request forms are submitted. He/she is designated as the “responsible” person for the function and will be held responsible for insuring that the group’s participants abide by the Library’s policies and procedures.

Reservation requests may be made up to six (6) months but no less than 48 hours in advance of the requested use date(s).

No person or group is entitled to reserve the Community Room on a long-term basis or for more than four (4) dates in a six (6) month period.

The Community Room reservation and waiver forms, as well as the Room use policies, are available at the Library and on the Library’s website.

RESPONSIBILITY

The “responsible person” submitting the request for use of the Community Room will be required to sign a form stating that the policies and regulations regarding room use have been read and understood. By signing the Room Use Request and waiver forms, the group’s representative agrees that the group will be responsible for

- damage to Library property (other than normal wear and tear) that the group causes;
- cost of any extraordinary cleaning necessitated by the group’s activities;
- arranging the furniture and equipment to suit their needs;
- returning the Room’s furnishings to their original arrangement;
- following the Library’s rules and regulations.

PROCEDURES

The Library’s policies and procedures for Community Room use are available at the Library and on the Library’s website. A copy is also kept in the Community Room.

CANCELLATION

If a function must be cancelled, the responsible person should notify the Library as soon as possible, but preferably at least 48 hours before the reserved date and time.

The Library reserves the right to cancel a function due to building or weather-related closings.

FEES

A fee will be assessed for use of the Community Room to help defray the expense of maintaining the Room for public use. Since the Library does not refund fees, the Room fee should be paid at the time the Library staff opens the room for use by the reserving person/group during normal library service hours or when the key is obtained for access to the Room for after-hours use.

Fee(s) should be paid by one of the Library's accepted forms of payment.

Use fee schedule as of April 10, 2014:

- \$30.00 for using the room for 4 hours or less, including set-up and clean up time.
- \$50.00 for using the room for more than 4 hours in a single day.
- \$50.00 per day for multiple day meetings.
- \$150.00 will be charged to the person reserving the room for after-hours use if the key is not returned as instructed within 48 hours.

Additional fees may be assessed if a function results in more than the normal wear and tear to the Room and/or its furnishings, if the Room is not cleaned and returned to its original arrangement, or if the Room or its furnishings are damaged.

There will be no fee for functions of the Library, Library-affiliated groups, or agencies that provide operational funds to the Library.

DENIAL OF ROOM USE PRIVILEGES

The Library reserves the right to deny use of or eject from (ask to leave) the Community Room by groups or individuals:

- Whose activities may result in more than the normal wear and tear expected from routine use of the facilities;
- Whose conduct, or that of minors under their control, is sufficiently disruptive to disturb other Library users or regular Library operations;
- Who fail to clean up after functions, to notify Library staff of spills or other events requiring janitorial attention, or to leave the Room in good order;
- Who fail, without at least 48 hours cancellation notice, to use the Room when scheduled;
- Who fail to vacate the Room at the appointed time;
- Whose continued use of the Room is determined not to be in the best interests of the Library;
- Who refuse anyone access to a function unless the Room is filled to the posted legal capacity.