

Community Room Policy

Last Revised : November 14, 2005

Last Approved by the Board: December 12, 2005

Use of the Community Room

The Lake Region Public Library provides a Community Room for use by the library, by municipal, county and state government, and by the general public subject to these policies.

A. Reservations.

1. All scheduling will be made through the library staff.

Reservations may be made up to one year in advance. The Community Room will be available only those days when the library has regularly scheduled hours (though availability of the room may extend beyond normal library hours). The library reserves the right to cancel any booking with as much notice as is practicable, considering the circumstances that might require such a decision. All FEE (s), if applicable, should be paid at the time of application. Fees are nonrefundable unless notice of cancellation is received by library staff at least one day in advance of the event, or unless the library cancels the booking. If the library cancels any reservation any fee already received will be refunded. Fees must be paid by check or money order.

2. Bookings Will be confirmed (or denied) in person, by mail, email, or by fax, but only after receipt of a signed application and receipt of the fee(s), as applicable.

B. Capacity. The Community Room seats 24 comfortably around four 5-ft wide tables; seating for forty can, however, be accommodated (with the tables removed); maximum capacity is 50 persons, seated or otherwise.

C. Fees.

(1) ROOM USE FEES:

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| i. City, County, School, Public Library or Public affiliated group | No fee. |
| ii. Authors (book signings, readings) | No Fee. |
| iii. Non-profit groups, clubs (scouts, 4-H, FFA, etc.) | No fee. |

Use of the Community Room (cont'd)

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| iv. Individuals, families, unofficial/ ad hoc clubs (weddings, hobby groups, etc.) | \$7 .50 per hour up to 4 hrs; or \$30 from 4—8 hrs. |
| v. For-profit businesses, organizations | \$10.00 per hour up to 4 hrs; or \$40 from 4—8 hrs. |

(2) EQUIPMENT & SET-UP FEES:

Tables, chairs	No fee.
TV/ VCR, slide projector	\$5.00 per booking
'Special' room setup	\$10.00 per booking

D. Statement of Policy

(1) The Lake Region Public Library is a public facility built and maintained by the taxpayers of the City of Devils Lake and Ramsey County, and by private contributions. The Community Room is used primarily in support of the library's programs.

(2) When the Community Room is not being used for library programs it is available to groups, organizations, and individuals according to the rules of this policy.

(3) The library strives to minimize expenses for supervision, security, liability, utilities, etc., so that primary library services are not negatively affected. Fees are charged to offset additional costs to the library.

(4) Community Room use must not disrupt or conflict with regular library operations and services. On this basis requests for use may be denied or suspended.

(5) The Community Room is for meetings and programs of an educational, informational, cultural, or civic nature to enhance the library's role as an institution which connects people with information. The Community Room may be used by for—profit organizations but buying/ selling, commercial transactions, or other exchange of goods is prohibited .

(Exception: Book signings or readings by authors are an exception in that they may sell their books on the library premises) The Community Room may not be used for political purposes .

(6) The user may not charge fees for admission/ participation except in the instance of tuition charged by established educational institutions and/or nominal fees by non—profit organizations to recover costs. This must be indicated on the application.

(7) Use of the Community Room does not constitute endorsement of the beliefs, viewpoints, policies, or affiliations of the applicant by the library board or staff.

(8) The library director reserves the right to deny the request of any applicant to use the Community Room for any reason deemed appropriate by the director. Applicants unhappy with any decision made by the library director may appeal their application at the next regular meeting of the library board or request a special meeting of the library board via the board's president.

E . Rules .

(1) The Community Room must be left in a neat and orderly condition, the same as or better than, the condition upon entrance . Charges for damage (s) beyond normal wear will be assessed to the group that had the booking at the time of the damage .

(2) Signs, balloons, decorations, etc. , may not be attached to the walls, windows, floor or ceiling. Signs may be posted on the door, or the window in the door to the Community Room, indicating that the group is meeting there.

(3) Special setup will be done by the library staff, for a fee, if sufficient notification is given in advance.

(4) Adult supervision of children, ages 17 and younger, must be provided during the entire time of contracted use. The library staff cannot provide child care services for the children of adults who are using the Community Room.

(5) Children's gatherings are allowed but must be supervised by adults in the ratio of not less than one adult (a person at least 21— years of age) per ten children. 'Children' is defined as age 17 and younger. A responsible adult must sign , the application.

(6) The library assumes no responsibility or liability for accidents, injury, or loss of personal property on library property.

(7) Smoking, alcohol consumption, open flames, and animals, with the exception of service animals, are prohibited on library property.

(8) Refreshments may be served but food preparation and cooking is prohibited. Groups serving food are responsible for cleanup. Catering is allowed.

(9) A group may not use the library's address as its address.

(10) The library staff will not accept calls or relay messages to people attending a Community Room event, except in case of emergencies. There is a lobby telephone available for local, toll free and phone card calls .

(11) Failure to abide by these rules may result in suspension of use of the Community Room.