



Community Room and Pavilion Usage Policy

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Library facilities are available for use by community members, non-profit organizations, and local businesses for meetings, programs, and events that align with the library's mission.

All activity applications must be received at least two weeks prior to the scheduled event. Events will be scheduled upon approval by the Library Board and/or designate. The library reserves the right to approve/disapprove the use of the room.

Recurring events/activities will be reviewed annually at the beginning of the year by the Library Board and/or designate.

For-profit groups may schedule use of the room to introduce the community to their offerings on a limited, first-come, first-served basis. Businesses will be expected to pay a fee/deposit.

Individuals/families interested in scheduling gatherings and celebrations may do so on a first-come, first-served basis. A fee/deposit will be charged.

All groups are expected to return facilities to the condition in which it was found. Trash should be bagged.

Eligibility and Fees

Use of the community room is subject to the same fee structure as currently established by the library board. Use of the library's projector and screen is available at no additional charge, but requires advance reservation and acceptance of the outlined terms.

Terms

- Access and Use:
 - Users are responsible for obtaining a room key during library business hours.
 - Users must ensure that the main library door is locked prior to departure.
 - Users are responsible for the safe and proper use of facilities and/or equipment.
 - Key must be placed in the library drop box after the meeting/event.

- Audio Visual Reservation:

The projector and screen must be requested at the time of room reservation. Availability is not guaranteed without advance notice. Assistance with AV setup assistance is dependent upon staff availability. Users should ensure they are familiar with the equipment before use.

Pavilion Use

- Individuals and small groups are welcome to use the library pavilion.
- Use of the pavilion for formal functions or events larger than five (5) persons requires advance notice.
- Users are responsible for the safe and proper use of facilities.
- No barbequing/grilling are permitted on property.
- No alcohol or illicit materials are permitted in the pavilion or on library property.

General Information

- **Liability and Damage:**
The person or organization reserving the Community Room or Pavilion for an event assumes full responsibility for any loss of, or damage to library equipment or property resulting from their use.
 - The deposit may be withheld if damage or misuse occurs.
 - The library reserves the right to charge additional fees if repair or replacement costs exceed the deposit amount.
- **Prohibited Uses:**
The serving, consumption, or use of alcoholic beverages, marijuana, or other narcotics shall not be permitted at any time on library property, including the outdoor areas and parking lot. Individuals or groups must agree to abide by U.S. copyright law and governing library policy.
- **Liability Waiver:**
The library is not responsible for accidents, injuries, or loss of personal property incurred while using the community room, its equipment, or pavilion. Community groups and non-profit organizations must have prior written permission to use the community room, and may be required to provide proof of insurance.