

Portage Public Library COMMUNITY ROOM USE POLICY

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I Purpose

The primary purpose of the library's community rooms is to support programming and connect people, in order to enrich their lives. Community rooms are an asset, and the Library Board of Trustees wishes to encourage their use by area community groups when not in use for library functions.

II Eligibility

- (A) To further the library's mission, the library provides space for community meetings, programs, or events of an educational, cultural, recreational or civic nature.
 - 1. Non-library programs, meetings, or events involving the sale, advertising or promotion of products or services are prohibited.
 - 2. The Library's community rooms may be used by any resident with a current library card in good standing issued by a South Central Library System member library.
- (B) Use of community rooms for library, library-affiliated or library-sponsored meetings, programs, or events take priority.
- (C) Businesses may use the community rooms for not-for-profit activities. Only Library, Friends of the Portage Library and the City meetings, programs or events may involve monetary solicitation, sale of items or fundraising activities. Programs involving the sale or the solicitation for the future sale of commercial products or services are prohibited.
- (D) Gatherings must be open to the public.
- (E) Private social functions, such as parties, showers, reunions, personal or family functions are not permitted.
- (F) Persons requiring a sign language interpreter or other Americans with Disabilities Act (ADA) accommodations to access library sponsored programs must contact the library no less than fourteen (14) days before the scheduled program to make the necessary arrangements at the library's expense. Non-library meetings must provide their own interpreter or other accommodations for groups using the library's meeting room space if requested to do so.

- (G) Gatherings or programs that would interfere with the library's operations by causing excessive noise, a safety hazard or security risk are prohibited. The library retains the right to stop any approved gathering which becomes disruptive in the same manner. Individuals attending gatherings or programs must comply with all library policies and shall immediately cease actions deemed in violation of these policies upon request.
- (H) Use of a community room by any group or organization does not in any way constitute an endorsement by the library of the group or organization, its activities, or of the ideas and opinions expressed during the course of meetings or programs held at the library.
- (I) Publicity generated by a group or organization for a meeting, program or event in a Library community room may list the library name, address and appropriate room designation. Publicity may not identify or imply the Library as a sponsor. The Library phone number shall not be used as a contact number, nor shall groups use the Library as a mailing address. Furthermore, in order to provide as much access to the community rooms as possible, use of community rooms as a place to conduct regular business or as a place to hold office hours is prohibited.
- (J) A meeting or program not sponsored by the Library may be advertised in the library's lobby, with the Library Director's approval. The cost to repair any damage caused by the unauthorized placement of advertisements will be assessed to the organization or group.

III Definition and Description of Rooms Available

- (A) Bidwell Room: This community room will accommodate approximately seventy-five (75) people in a theater-style setting. Along with tables and chairs, the following items are available for use in the Bidwell room projection screen, smart board and accessories, multimedia projector, podium, whiteboard, wireless internet access and kitchenette with refrigerator, microwave and coffee pot.
- (B) Sanderson Memorial Room: This room, which houses the Library's local history collection, also functions as a conference room that seats twelve (12) people in a boardroom-style setting. This room may not be reserved for more than two (2) hours per day by any one group, so as to not block access to local history collection for undue time. Time may be extended with the Library Director's approval.
- (C) Teen Programming Room: This room, while often used as a study area for teen programs, can allow up to twenty-five (25) people, as a more intimate space. Ideal for book clubs and smaller meetings.
- (D) Children's Programming Room: This community room is the largest room available at the library, accommodating seventy-five (75) people. Frequently used for children's programming, this space offers a sink and room to spread out for more interactive events.

IV Application and Scheduling

- (A) Community room reservations are on a first-come, first-serve basis, subject to the priority criteria set forth in Section II (B). A community room may be reserved by contacting the library

directly or via e-mail at this address: info@portagelibrary.us. Reservations may be made not more than twelve (12) months in advance.

- (B) Individuals, groups or organizations wishing to use a community room must complete the Community Room Use Application and receive approval from the Library prior to use of a community room. Approval will usually occur during the application/scheduling interaction with the Events and Programming Coordinator. Applications that do not clearly fit within the usage policy will be referred to the Library Director (or designee) for further consideration. In such cases, no group or organization shall consider a community room booked until its Responsible Party receives direct confirmation from the Library Director (or designee.) A new application must be filed any time the person designated as the Responsible Party for the group changes. An updated Community Room Use Application must be completed and filled at the beginning of each calendar year. It is acceptable for the Library to receive a signed copy of the Community Room Use Application by e-mail attachment via a scanned image.
- (C) The Responsible Party for the room is the person under whose name the reservation was made. That person will have signed the Community Room Use Application. Signing the Community Room Use Application confirms that the Responsible Party has read, understands, and accepts the Community Room Use Policy. Signing the Community Room Use Application also indicates agreement that the signee is responsible to pay the library all monetary compensation due to damage, additional custodial services, or any other billable reason stated in this policy.
- (D) The Responsible Party must be at least eighteen (18) years of age to reserve a community room.
- (E) Children and young adults are encouraged to use the community rooms, but a sponsoring adult (18 or over) must act as the Responsible Party and sign the application form. In addition, at least one adult (18 or older) must be present at all times for each twenty-five (25) minors in attendance.
- (F) An organization or group may reserve a community room no more than 24 times in a calendar year. The only exceptions are for Library or City-related programs and meetings. Limits on the use of community rooms are established to provide as much community access to the Library facilities as possible.
- (G) Groups and organizations may not schedule several alternative meeting times. The time and date of each meeting must be firm when a room is booked.
- (H) The community rooms are available during the library's regularly scheduled hours of operation. All groups must vacate the community room fifteen (15) minutes prior to closing time.
- (I) No restrictions apply to the scheduling of library or library-sponsored meetings, programs, or events. Community room use for library business takes precedence. The library retains the right to reserve rooms before they are open to public reservations or to cancel a scheduled and confirmed community room reservation when it conflicts with a library or library-sponsored meeting, program, or event. Every effort will be made to avoid conflicting schedules. However, if a cancellation is necessary, advanced notice will be provided to the Responsible Party of a group or organization.

- (J) In the event of severe weather, the Library retains the right to cancel or limit the time a group or organization has reserved for community room use. If possible, the Library will attempt to contact the Responsible Party in advance of severe weather cancellations.
- (K) The Library will be supplied with the estimated attendance for every meeting. In an effort to provide as much access to the facilities, the library retains the right to match the anticipated attendance at a meeting with the room the library feels is most appropriate.
- (L) Groups that reserve space but do not occupy it are subject to loss of community room privileges unless they cancel twenty-four (24) hours prior to the scheduled reservation.

V Additional Rules and Conditions

- (A) Users are responsible for the setup and take-down of tables and chairs. Library staff is not available to assist. Furniture may not be moved into or out of community rooms. *All rooms must be restored to their original order* and all equipment returned to the front desk. Tables must be wiped down. Cleaning products are available in the kitchenette. Setup, cleanup, and restoration of furniture to its original arrangement must be accomplished within the scheduled time for the session.
- (B) No food or beverages of any kind may be left in the Library's community rooms. The Library is in no way responsible for dishes or utensils left behind. If a caterer is used, arrangements must be made with the caterer to remove any items within the scheduled time for the session. Any fees for cleanup or restoration of furniture will be assessed to the Responsible Party.
- (C) Fire and emergency exits shall not be blocked by furniture or other equipment.
- (D) No decorations, wall hangings, presentation materials or any other items may be taped, stapled, glued or in any way fastened to walls, ceilings or fixtures. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the Responsible Party.
- (E) The library will not provide storage space for groups or individuals using the community rooms. Materials and equipment brought into the community rooms for use by a group are the responsibility of the group. The library cannot assume responsibility for the security of private materials or equipment.
- (F) Except in emergencies, the library staff will not accept calls or relay messages to people attending any session in the community rooms.
- (G) Light refreshments may be served in the Bidwell Room. Use of slow cookers or toaster ovens is permitted but must not be left unattended. Use of candles, other open flames, hotplates, electric griddles, or other direct heat sources is prohibited. Use of tobacco products or alcohol on library premises are prohibited. An organization or group serving refreshments is responsible for cleaning the room and for removing all refreshments from the room at the conclusion of the session (see Sec. V, B). The library does not provide plates, cups, utensils, etc. Library staff will not assist with the delivery or removal of refreshments.

(H) The library reserves the right to deny future use of the community rooms to individuals, groups, or organizations whose previous conduct has resulted in damage or disregard of the guidelines, regulations, conditions or rules of conduct in this policy.

VI Charges and Fees

(A) Standard use of library community rooms is free of charge provided that this policy is followed.

(B) A \$10 kitchen fee is charged to those groups or organizations who use the Bidwell Room's kitchen facilities. This fee is to offset any expense of maintenance of the kitchen required due to normal wear and tear.

(C) If the room is not restored to its original order or requires additional cleaning, the Library will bill the Responsible Party a charge of \$250.

(D) If the room or equipment is damaged beyond normal wear and tear, the Library will bill the Responsible Party for repair or replacement costs. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The library will make all arrangements for repairs to walls, floors, furniture, etc.

(E) If library equipment is missing after a group has used the room, the library will bill the Responsible Party for the costs of replacement.

(F) Any group whose use of the community rooms goes beyond the library's regularly scheduled hours of operation will be financially responsible for the overtime costs to Library staff ~~the Library~~ beyond its normal schedule. The Library will bill the Responsible Party the for the overtime costs.

(G) For any of the above instances in Sec. VI, the individual, group, or organization will not be permitted to reserve community room space again until all charges have been paid in full.

Appendix to the Community Room Use Policy Includes: "Community Room Use Application"

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