



COMMUNITY ROOM POLICY

The Community Room is available, in order of priority, for Library and Friends of the Library activities, scheduled community meetings, and quiet reading and study. Use of the room is intended to support Library service priorities and general community interest.

The Library may limit advance scheduling in order to balance community access, and may prioritize it in accordance with Library service priorities. The Library reserves the right to replace a previously scheduled event with a Library-related event.

The Community Room will be open to the public for use without charge. Presenters may collect fees for participation in non-Library study groups, discussion series, seminars, or other meetings with advance permission from the Library Director. The Library may charge for non-Library programs or use of equipment. Participants may not promote products or services of a for-profit nature.

On a case-by-case basis, the Library Director may approve private use of the room for tutoring, proctoring, meetings, or use of the videoconferencing system if he/she determines the use to be in the general community interest.

An adult representative of any group reserving the Community Room must take responsibility for the group's use of the premises. When meetings occur outside of the Library's regular business hours, this representative must make arrangements with the Library staff for key pickup and return, equipment, temperature settings, and building security. The Library can provide only basic support. The individual or group using the room is responsible for obtaining any necessary technical training or arrangements.

Food and drink may be served. A kitchenette adjacent to the Community Room is available for group use for serving and cleanup. Smoking, alcoholic beverages, and controlled substances are prohibited. The use of any open flame is prohibited without prior approval from the Librarian.

The provision of meeting space for public use in no way constitutes the Library's endorsement of the policies or beliefs expressed by organizations or individuals using the space. Publicity must not suggest Library sponsorship or affiliation if none explicitly exists in writing with the Librarian.

Sponsors of or participants in non-Library programs will not hold the Library liable for injuries to individuals or damage to personal property as a result of their actions.