

## EDEN LIBRARY COMMUNITY ROOM POLICY

The Community Room at the Eden Library is to be used primarily for programs conducted or sponsored by the Library.

Secondarily, it is available for programs of community organizations that have educational, cultural, governmental or civic purposes.

All meetings must be open to the public.

No admission fee, other charge or commitment for future payment may be charged for such meetings.

The Community Room may not be used for sales promotions, social gatherings or for the benefit of private individuals or commercial concerns. However, at the discretion of the Library management the following will be permissible at Library sponsored programs:

- 1) Fund raising to benefit the Library
- 2) The sale of books, cassettes, and other items by authors or artists as part of a Library program

Political meetings are acceptable for the discussion of issues, but not for campaign purposes or party caucuses, etc., which are not open to the general public.

Permission to use the Community Room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of the Community Room.

### COMMUNITY ROOM APPLICATION INFORMATION

In fairness to the numerous groups in the community, the Library will not accept reservations for a series of meetings, nor will it allow any group to designate the Library as its regular meeting place. Meetings are reserved on a first come, first served basis. However, reservations cannot be taken for meetings more than two (2) months in advance.

Programs planned by the Library take precedence over meetings of outside groups. The Library may pre-empt use of the Community Room for Library use by giving three (3) weeks notice to an organization which had previously reserved the room.

Application for the use of the Community Room must be made in writing with the Library management. The person responsible for the meeting must sign an application for use. Reconfirmation of the meeting must be made with the director of the Library at least two weeks prior to the meeting. Cancellations or changes of meeting dates must be approved by the Library management.

## COMMUNITY ROOM RULES OF USE

1. The Community Room is available for use only during regular Library hours:

Monday:	2:00 p.m. to 8:00 p.m.
Tuesday:	10:30 a.m. to 5:00 p.m.
Wednesday:	2:00 p.m. to 8:00 p.m.
Thursday:	10:30 a.m. to 5:00 p.m.
Friday:	10:30 a.m. to 5:00 p.m.
Saturday:	10:30 a.m. to 2:00 p.m.

There is no charge for use of the building during normal Library hours.

2. Meetings must be scheduled to end 15 minutes before the Library closes.
3. Meetings must be conducted in such a manner as not to disturb the regular work of the Library. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision is required for any group of minors.
4. Limited kitchen facilities are available. No cooking may be done or food served without the approval of Library management. No alcoholic beverages may be served or consumed at any time. No games of gambling are permitted.
5. Groups planning to use craft materials must receive special permission from Library management,
6. Groups using the Community Room may have use of the Library's audio-visual equipment if Library patrons do not need it, but the management cannot provide personnel to operate such equipment.
7. The Library is not responsible for any supplies or equipment left in the Community Room. Nor is the Library responsible for lost, stolen or damaged property. The Library cannot provide any storage space for groups using the Community Room.
8. Each group is responsible for its own set up and clean up. The Community Room must be left in acceptable, unlettered condition.
9. The applicant accepts liability for either damage to Library facilities or loss of Library property. Any damage will be assessed to the reserving organization.
10. Smoking is not permitted anywhere in the building.
11. If the Library has to close because of weather conditions or other emergencies, the director will notify the person responsible for the meeting. The meeting organizer then becomes responsible for notifying those attending of the cancellation.
12. All publicity is the responsibility of the applicant and must clearly identify the sponsoring organization. The location of the Library may be publicized, but the Library telephone number may not be placed on publicity, as the Library is not a source of information concerning the event.

Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.

13. No deliveries are to be made unless the sponsor is present to accept them.

14. Library personnel must have free access to meeting rooms at all times.

15. Failure to comply with these regulations shall be grounds for denial of future use of the Community Room.

16. Maximum capacity for the Community Room is 35.

17. The Library director may exercise his/her discretion in determining whether or not any requested use shall be granted. If necessary, he/she may refer any application to the Board of Trustees in case there is a question as to the propriety of such use. The Board of Trustees of the Eden Library has final decision-making authority on all meetings held in the Community Room.

18. The applicant assumes responsibility for participant accommodations and specific articles of compliance as required by the Americans with Disabilities Act. The Library does not discriminate on the basis of disability in any of its programs and services, and organizations using the Library's Community Room are required to provide reasonable accommodations for persons with disabilities (e.g. assistive listening devices, interpreters, etc., when and if possible) as required by the Americans with Disabilities Act.

19. Policy for the use of the Community Room shall be reviewed annually by the Library Board of Trustees. The Board of Trustees reserves the right to review policy at its discretion.

Effective: January 1, 1992

Reviewed: June 8, 1998

Hours revised: January 1, 1999

Reviewed: November 8, 1999

Reviewed: May 9, 2016