

Community Room Policy

The Leach Public Library welcomes public use of its community room. This meeting room policy establishes guidelines and procedures for the use of this room. The Library Director or his/her designee is responsible for implementing this policy and for maintaining reservation lists.

Use of this community room by any group signifies acceptance of the terms of this policy.

GENERAL GUIDELINES:

The community room will be available on a first come, first served basis with any Library-affiliated or Library-sponsored/co-sponsored meetings or programs having priority over all other requests.

The community room may be used FREE OF CHARGE by any Community non-profit cultural, educational, or civic organization; this includes Girls or Boy Scouts, support groups, charitable activities, etc.

The community room may be used FOR A FEE by any parties who have programs or meetings that involve:

- the sale, advertising, solicitation, or promotion of commercial products or services.
- personal, company, or family parties or meetings.
- any religious group wishing to use as a worship site.

The fee is as follows: \$25.00 for two hours and \$5.00 for each additional hour or fraction thereof. The amount of time must be stated at the time of reservation and payment must be received before the room will be available.

If requested, proof of insurance may be required for for-profit activities.

The rental forms are available at the Circulation Desk of the library. A key will be given out to any group meeting when the Library is not open. The key will be signed out to one responsible party and may be dropped in the west door book return when finished.

Meetings or programs that have children under the age of eighteen (18) require the presence of a responsible adult at all times. At no time should the children be allowed to roam free around the library.

COMMUNITY ROOM CARE AND USE:

The room setup is the responsibility of the user organization. There are tables and chairs available for use. Items to be displayed shall not be taped or tacked to walls or moldings. The community room will be left as it is found, if furniture is rearranged, it should be returned to the original arrangement at the end of the meeting.

A television and VCR/DVD and LCD projector are available and there is a \$5.00 charge for the use of each combination. The request for any of these items must be indicated at the time of the reservation of the room.

Any announcements or notices to publicize any activity should not be posted or distributed without prior approval from the Library Director or her/his designee.

Refreshments may be served and there are kitchen facilities available. All serving materials must be furnished by the organization using the community room.

All trash resulting from serving refreshments must be removed by the organization using the community room.

The individual (responsible agent) making the reservation, as well as the membership of the group as a whole, will be held responsible for any and all damages that may occur as the result of the use of the facilities.

Use of the community room may be withheld from groups failing to comply with the Community Room Policy and from any group that damages the room, floors, equipment or furniture, or causes a disturbance.

Groups using the room agree to indemnify and hold harmless the Leach Public Library and the City of Wahpeton, its agents and representatives, from any and all suits, actions, claims or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the rooms, its furnishings or equipment.

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