Community Spaces Policy

Leach Public Library

Purpose

The Leach Public Library welcomes public use of its community room and gazebo for meetings and programs of an educational, philanthropic, cultural, recreational, or civic nature, or for other functions that will benefit the wider community. This policy establishes guidelines and procedures for the use of these two spaces. The Library Director or a designated staff person is responsible for implementing this policy, and for maintaining reservation lists.

General Guidelines

Priority for community room and gazebo use is given to library and library-sponsored meetings and programs. Thereafter, room requests are considered on a first-come, first-served basis, in the following order:

- Federal, State, County, and City governments and their agencies.
- Community non-profit, cultural, educational, or civic organizations.
- All other uses are on an equal-access, content neutral, first come, first serve basis.

The library's community spaces are available free of charge for:

- Government agencies
- Non-profits and service groups
- Local agencies and organizations providing free assistance to community members
- Any religious group wishing to use the room as a worship site

The library's community spaces are available for a fee for any parties that have programs or meetings that involve:

- The sale, advertising, solicitation, or promotion of commercial products or services
- Personal, company, or family parties or meetings

Fee Schedule

The Community Room fee is as follows: $25.00 for two (2) 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 use of the room.

The Gazebo fee is as follows: a $100.00 deposit is required prior to use of the Gazebo. Up to $50.00 of this deposit will be returned to the rental party if the Gazebo is found to be in good condition following its use. This rental fee covers four (4) hours of use of the Gazebo.

Rental forms are available at the Adult Area Circulation Desk. Proof of insurance may be requested for for-profit activities.

Care and Use

Any group or organization that requests use of one of the library's community spaces agrees to the following guidelines:

- The Community Room is available by reservation only; no drop-ins will be allowed.
- Community spaces are only available during regular library hours. For insurance and security reasons, these spaces will not be available outside regular hours.
- Any set up and take down is the responsibility of the user organization. Chairs and tables are available for use in the community room but must be returned to their original arrangement at the end of the meeting.
- Children under the age of 6 must always be in the presence of a responsible adult.
- Items, such as flyers and posters, may not be taped, tacked, stapled or nailed to the walls and moldings.
- A television with DVD player, and an LCD projector are available for use in the community room at a charge of $5.00 per combination. Requests for the use of these items must be indicated at the time the room is reserved.
- Refreshments may be served. All serving materials must be provided by the organization using the space. Alcohol is not allowed.
- Any trash resulting from the program or meeting must be removed by the group using the space.
- The individual making the reservation, as well as their group as a whole, is responsible for all damage that might occur because of their use of the library facilities.
- The library does not provide storage space for any person, group or organization.
- The Leach Public Library, library staff, and the City of Wahpeton are not responsible for the security of the property owned by any individual using the community room or gazebo, nor are they responsible for any injuries or damage sustained by any person as a consequence or result of using these spaces, furnishings, or equipment.
- Scheduling of a meeting or program in the community room does not constitute an endorsement by the library of the group or organization, or of the ideas and opinions expressed by said group during any meeting held at the library.

Prohibited Activities

The following are examples of behaviors and activities that are prohibited in the library's community spaces. Engaging in these activities may result in additional monetary charges or the forfeiture of future use. Examples include, but are not limited to:

- Violations of library policy, including the Patron Behavior Policy.
- Activities that may cause harm to library patrons or their property or threaten the security of the library.
- Consumption of alcohol, tobacco, vaping products, or illegal substances in the meeting room, gazebo, or on library property.
- Using the name, address, or phone number as address, contact information or headquarters for any group or organization using the meeting room.
- Filming or photographing any person who is not a part of the group using the meeting room, without permission from the library director and the person (s) being photographed.

Approved March 24, 2022
Reviewed, amended, and approved by the Leach Public Library Board April 23, 2026.