

# Pine River Public Library District

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## Community Room Policy

The Pine River Library District is a governmental entity and as such, all activities conducted in the Community Rooms shall be done in accordance with all applicable laws and shall be conducted on an equal opportunity basis.

1. The Library Community Rooms are available free of charge to non-profit community groups and organizations for meetings, workshops, seminars and programs open to the public. For a fee the rooms are also available for private purposes. Library-sponsored classes and/or functions will have first priority for meeting room use. Donations to offset the cost of furniture, equipment and operations are greatly appreciated.
2. Groups must read and agree to the terms of the Community Room Agreement Policy. The individual who signs the form is responsible for any damages, cleaning or re-keying should keys be lost.
3. Use of the Community Room may be scheduled up to three months in advance. A group which regularly uses a space should not assume that the space will be automatically reserved for them. If you need to schedule out further than three months, please contact the Programming Librarian.
4. All public meetings must be open to the public and posted as such. This is the responsibility of the group using the Community Room. For private, fee-based programs, this is not necessary.
5. Groups may not charge fees, collect dues or offer items for sale. The Library Director reserves the right to make an exception when relevant to Library work, e.g. an author presenting on a new book and then selling the book.
6. Neither the name nor the address of the Library may be used as the official address or headquarters of any organization other than the Library.
7. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought into the Library or community rooms by individuals sponsoring or attending the meeting.
8. No tobacco, alcohol or unattended children are permitted. (See Child Safety Policy.)
9. Refreshments are allowed in the Community Rooms. A charge will be incurred for soiling the carpeting.
10. Only Library markers are allowed on the white boards. If the white boards are damaged, the individual who signed the contract is responsible.

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11. The Community Room should be left as found – in a neat and orderly condition and all *overflow* trash should be taken to the garbage shed at the west end of the parking lot.

12. Groups must call the Library (970) 884-2222 x 510 within 24 hours if the group needs to cancel.

13. Failure to follow Library policy and procedure will result in revocation of Community Room privileges.

14. Granting of permission to use Library facilities does not constitute an endorsement by the Library Staff or Board of Trustees of the user or the user's beliefs.

15. Groups may *not* reserve the room for more than a total of 20 meetings in one calendar year.

\*Please include the following statement on any/all promotional materials, including, but not limited to signs/posters, flyers/mailings, press releases, online promotions, etc.

[Event] is funded and presented by [organization/individual] and is not sponsored by Pine River Library. For more information, please contact [insert your contact name & phone number; do NOT include Library contact information without prior consent from the manager of the Library where your meeting will be held.]

## Community Room Procedures

1. Groups must fill out the online form. Staff members will assist with this if needed.
2. Please confirm by checking the appropriate box on the Community Room Agreement Form that you have read the Community Room Policy.
3. If the group indicates they have technology needs, the Computer & Networking Specialist will make contact prior to the meeting.
4. Groups need to sign in and out at the Information Desk (unless the Library is closed during the start or finish of the meeting.)
5. Groups are responsible for set-up and take-down.
6. Please leave the Community Room as you find it – neat and orderly – and take out all overflow trash to the garbage shed at the west end of the parking lot.

## Costs for Private Use of Community Room\*:

Community Rooms A & B: \$40/ hour

Community Room A or Community Room B: \$20/hour

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Community Room Kitchen: \$20 flat fee. The kitchen fee allows groups to use the fridge, sink, and dishwasher. All food must be prepared off site.

Payment should be paid to the Library by cash or check within 10 days of the reservation date. A refund will be made within 10 days of a written cancellation notice.

## Study Rooms

There is not a fee for using the Library's study rooms. These rooms are for individuals, non-profits, government or community use. Study rooms should not be used as a regular substitute for work space. Private parties are not allowed to rent these spaces. Sign up for these rooms at the Information Pod or by calling the Library.

Patrons are limited to 6 hours of reservations per week. Patrons are welcome to use the study room additional hours on a first-come, first serve basis after reaching the maximum of 6 hours.

Submitted to the Board of Trustees by Shelley Walchak

Approved: December 10, 2015

Resubmitted to the Board of Trustees by Shelley Walchak, June 2018

Approved: July 2018