



## Community Room Policy 01/21/2025 Board Approved

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### **Purpose:**

This policy governs the use of Library community rooms regarding who may use them and how the rooms may be used.

### **Policy:**

The community rooms at Pemberville Public Library and Stony Ridge Branch Library will both accommodate about 49 people seated theater style. The community room at Luckey Branch Library will accommodate about 58 people seated theater style. The Library provides community rooms for Library-sponsored programs; these functions are given priority in booking the rooms. The Library has the right to limit organizations/individuals to six meetings per calendar year. The DIRECTOR is the “court of last resort” should any variation from the rules be sought.

### ***Who May Use the Room?***

- The Library welcomes the use of the community room by nonprofit groups and government/public education agencies for activities of a civic, cultural, or educational nature that are consistent with the Library’s mission. These groups may not charge admission and no direct sales or monetary compensation for goods or services are allowed.
- Families and organizations may use the room for social functions.
- Commercial ventures by business organizations, entities, and individual vendors not related to library business, library-approved commercial advertising, or library-sponsored civic activities, are prohibited. The Library Board of Trustees defines commercial ventures as engaging in a trade or any other exchange of goods and/or services for monetary or material compensation.
- The Wood County Election Board may use the room for special and regular elections.
- No political parties may use the room unless advertised as such. Any meeting of a political group must be open to the public.
- No religious services are allowed.

### ***Fees***

There is a \$40 refundable deposit and a \$40 fee for groups using the room for social purposes. No deposit or fee is necessary for nonprofit groups. The deposit will not be returned if there is damage, the room is not clean after use, and/or if the group/individual does not adhere to the rules of conduct detailed in the next section. If the refundable security deposit is not collected within 30 days after your date. The library will consider it a donation. Any damage exceeding \$40 will be charged to the responsible party/group

representative. Organizations/individuals using the community room are responsible for all damages, losses, replacement costs or injuries resulting from use of the facilities. Meetings may be rescheduled or a refund issued due to inclement weather.

***Conduct***

- No smoking or alcoholic beverages are permitted in the building.
- Hanging anything on walls, doors, windows, window treatments, ceiling or trim is prohibited.
- There must be an individual in charge of each event.
- There must be two adults (both 21 or over) responsible for any activities involving minor children.
- In order to receive a key, the group representative must have a library card with less than \$5.00 in fines.
- The door to the room must be secured/locked after using the community room.
- Light refreshments and use of the kitchenette are permitted.
- All attendees must adhere to the Library's Behavior Policy.
- Groups/Individuals using the community room must return tables and chairs to their original position, clear the room of meeting materials, clean and return to their original position any items in the kitchenette belonging to the Library, and clean and dispose of any trash.
- Groups/Individuals using the community room should bring their own cleaning supplies since supplies on hand are limited.

**Scheduling the Room**

The room should be reserved, and the form below completed, at least 48 hours in advance of the event. Non-library events may not be scheduled more than two months in advance of the event. Deposits must be made at the time of scheduling.

At all three library locations, events may be scheduled during times the Library is closed. **The community room key must be picked up during library hours and returned in the book drop immediately after the event. In order to receive a key, the group representative must have a library card with less than \$5.00 in fines.**

**\*\*Use of the community room is available on a non-discriminatory basis without regard to race, color, national origin, sex, handicap, or religious affiliation. \*\***

Library Community Room Location (circle one):	Pemberville	Stony Ridge	Luckey
Name of Group:	_____		
Type of Group/ Purpose of Event:	_____		
Date of Event:	_____	Time: _____	to _____
Representative of Group:	_____		
Representative's Home Address:	_____ _____		
Representative's Phone Number:	_____		
.....			
<i>Library Staff Use Only</i>			
\$40 Fee Required: YES / NO	\$40 Fee Received on (date): _____	Staff Initials: _____	
\$40 Deposit Required: YES / NO	\$40 Deposit Received on (date): _____	Staff Initials: _____	
Community Room Key Picked Up (if applicable) on (date): _____	Staff Initials: _____		