



Community Room Policy

Revised May 19, 2015

Revised November 19, 2019

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 25 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 \$25 refundable deposit and a \$15 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. Any damage exceeding \$25 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.
- There must be an individual in charge of each event.
- There must be two adults (21 or over) responsible for any activities involving minor children, and the door to the room ***must remain open.***
- 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.

Community Room Policy continued

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 Pemberville Public Library and Stony Ridge Branch Library, 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, group representative must have library card with less than \$5.00 in fines.** At Luckey Branch Library, the community room may only be scheduled for use during times when the Library is open.

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

| | |
|--|---|
| 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> | |
| \$15 Fee Required: YES / NO | \$15 Fee Received on (date): _____ Staff Initials: _____ |
| \$25 Deposit Required: YES / NO | \$25 Fee Received on (date): _____ Staff Initials: _____ |
| Community Room Key Picked Up (if applicable) on (date): _____ Staff Initials: _____ | |