

*Adopted by the Cherokee Regional  
Library Board of Trustees  
January 20, 2015*

## **Cherokee Regional Library System Policy Statement: Use of Community Spaces**

The Trustees of the Cherokee Regional Library System have formulated these policies on Community Room use to ensure that Dade and Walker County area residents have the greatest possible access to educational and cultural opportunities. Use of community spaces must not interfere or conflict with public library services or operation.

The Libraries Community Spaces are made available as a public service, and by accepting reservations the Cherokee Regional Library System in no way endorses the program or philosophy of the group or individuals using the facilities. The Trustees affirm the American Library Association's Bill of Rights, which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use.

The library's Community Spaces were designed:

- first, to provide space for library programs;
- second, to provide space for local government and civic groups to meet; and
- third, to provide space for groups from the larger community to offer programs and hold meetings or private functions.

Library programs have priority in scheduling events for the Community Spaces. Other interested groups or individuals may schedule use of the space on a first-come, first-served basis. Under Cherokee Regional Library policies, Community Spaces may be available at no charge to the user or for a small charge. (See Community Room Fee Schedule) Proceeds from charges collected for use of Community Spaces will be used to offset building maintenance costs such as utilities and custodial care. Non-profit users of Community Spaces are encouraged to make donations for this purpose.

### **Regulations and Procedures**

#### **I. Request Procedure.**

A. The Library Manager, or designee will make all room reservations. Reservations will be confirmed after the Manager receives a completed and signed registration form and all associated fees (if required). The signer of the registration form will be responsible

for any damages to the facilities. The signer will also be responsible for clean-up charges assessed in cases of unusual wear and tear on the room.

B. Each applicant will receive a copy of this policy.

C. Application for room reservation may be made in person, by fax, phone, mail or email. An application will be considered complete when the reservation form is signed and all applicable fees and deposits are submitted to the Library. Individuals signing the Community Room Rental Agreement must have a current PINES borrower's card in good standing. The library reserves the right to refuse service to patrons with an outstanding bill.

D. Space may be reserved up to 1 year in advance, as space is available. The library will accept up to 3 reservations from the same applicant. No more than three reservations may be on the calendar at one time, unless events are held outside library hours.

E. Cancellation of a reservation must be reported 5 library working days in advance. Failure to cancel or to appear for a reservation may result in forfeiture of room use privileges.

F. Requests to waive room rental fees should be addressed to the Library Manager for consideration.

## **II. Conditions for Use.**

A. The event sponsor will be responsible for setting up chairs and tables and returning the room to its pre-event condition. Furniture from elsewhere in the library may not be used.

B. Those using the libraries Community Rooms are subject to the rules set forth in the Library System's Conduct in Libraries Policy.

C. Sponsors of events serving food and beverages are responsible for providing food and beverages and for all clean-up. Red colored beverages are not permitted. Alcoholic beverages may not be served. All food must be removed from the refrigerator. If clean-up is not performed to the satisfaction of library staff, event sponsors may be charged for the cost of professional cleaning.

D. Smoking is prohibited in all areas of the library as required by state law. No lighted candles allowed.

E. Sponsors of events held in the Community Room are expected to treat library users and staff with courtesy. Library use requires that there be no excessive noise on the premises. It is recommended that musical performances or events that might disrupt normal library operations and programs should be scheduled for hours when the library is not in operation.

F. Groups sponsoring events are totally responsible for liability of the participants, both active participants and the audience, in any program on library property. The library reserves the right to require individuals or groups wishing to use the Community Room proof of liability insurance. Users of the Community Room may not at any time use the name, address nor telephone number of the library as the official address or headquarters for any individual, organization or business.

G. The library will refuse space to individuals or organizations that have previously failed to comply with stated conditions for use. This includes (but is not limited to) failure to allow staff to follow normal closing procedures, excessive noise leading to complaints by other library users, or failure to clean up after a presentation.

H. For events scheduled when the library is closed, signs may be posted at the entrances to the library. Such signs may not exceed 11 by 17 inches and must be removed prior to the opening of the library.

I. The use of the Library Community Room for the conduct of illegal activity is strictly forbidden and will result in immediate loss of Community Room privileges.

J. People aged 17 and under may not reserve the Community Room, and attendees aged 17 and under must be supervised by an adult who assumes responsibility for the event held in the Community Room.

K. Reservation of the Community Room is not transferable.

L. The use of library walls or surfaces for the mounting or display of materials is forbidden.

M. Sponsors of events and their guests are not allowed to enter portions of the facility not assigned to their use. Access to the main library after hours is strictly forbidden.

N. The library, its employees, the Library Trustees, and Walker & Dade County Governments or any of its cities are not responsible for damage to people or property that occurs on library premises.

O. Disputes or questions about the meaning of the Use of Community Spaces policy statement will be submitted to the Library Director for consideration.

P. A refundable deposit of \$100 will be collected for any event utilizing the kitchen or serving food and/or beverage or any event held after the library's hours of operation.

### **III. Snow Days and Inclement Weather Guidelines.**

All events planned for the Library Community Room will be cancelled in the event weather forces the closure of the library. This includes events scheduled for hours after the library would ordinarily close.

Library activities and services will be open as usual unless specific announcements are made to the contrary.

Signs will be posted at entrances if the library closes after it has opened for the day.

It is the responsibility of organizations and individuals reserving space in the library to find out if the library has been closed due to weather.

If the library remains open during a weather event, sponsoring organizations and individuals will be responsible for rental charges even if they elect to cancel their event.

For rescheduling, the sponsoring organization is responsible for contacting library staff on the next day that the library is open. If a satisfactory time is not available, all fees will be refunded.