

Community Meeting Room Policy

Madrid Hepburn Library

The following are rules and regulations of the Madrid Hepburn Library. These are effective July 13, 2017 as adopted by the Board of Trustees of the Madrid Hepburn Library.

The Community Room is available to individuals or organized groups in the Library service area. The Library Board may make exceptions if the Board deems extenuating circumstances are involved. Community Room use will be available to groups that support the mission of the library as determined by the Board of Trustees. However, this does not constitute the library's endorsement of any group's policies or beliefs. Meeting Room rules will be posted in the room and also be a part of the application form.

It is understood that library programming and Friends of the Library sponsored programs will have first priority in room use.

There is no set charge for use of the Community Room. However, donations are always strongly encouraged and very much appreciated. We strongly encourage private events provide a donation of \$25. We now require profiting events that are ongoing to donate \$25/month. If you should have any questions, please feel free to discuss your concerns with the Director and Board of Trustees.

The main library room will not be available during off-posted (closed) hours. Approval will be on a case-by-case basis only, requested in writing and agreed upon and approved in writing by the Library Board. A notice of no fewer than two weeks will be required. Should the Board of Trustees approve of the use, the organized group will be responsible for paying for a staff member to be present for the entirety of the meeting. No group shall be permitted to use the main library room without the presence of said staff member.

Community Room responsibilities and conduct:

- **Non-alcoholic beverages may be served** and shall be provided by the group.
- **No smoking is allowed. No open flames** are allowed on the premises (to include, but not limited to candles). Exceptions will be made in the case of small candles for birthday cakes and sterno cans to maintain food temperature. **Sink basins shall be rinsed and all food debris discarded.**
- The people using the **Community Room shall leave it in neat, clean, orderly condition** as well as leaving the room as it was found. **If the furniture is rearranged, it should be returned to the original arrangement at the end of the meeting;** if not, the group/individual will be given notice that continued offense will result in denied access to the Community room. **The Library does not employ a custodian to clean the Community room after each event, and therefore groups using the room must clean up after themselves** (please see Room Checkout Sheet).
- **No library signs are to be moved or covered during use.**
- There is to be **no decorating done near the Library lift**, and no tables or other items set up near the lift door. A **clear pathway must be maintained to the Library lift.** Library patrons that require use of the lift may and will enter the room to do so during operating hours. At the end of the operating day, Library staff will remove the Lift key.
- The Library is **not responsible for any equipment, supplies, materials, clothing or other items brought to the Community Room** by any group or individual attending a meeting. **Equipment,**

supplies, or personal effects cannot be stored or left in Library rooms before or after the reserved time unless prior arrangements are made with library staff and included on the Meeting Room Use Agreement form. You may only use the room for the time written on the forms. Permission for this will be at the discretion of the Library staff. Equipment belonging to the Library will not be removed for use off-premises.

- Maintain a **reasonable noise level**, as library patrons shall not be disturbed. The Library Director will determine reasonable noise levels; users must adhere to requests for noise reduction.
- **Decorations** hung must **not be hung on the pipes in the ceiling**. Any decorations affixed to the ceiling, walls, floors, or furniture must be removed, including any sticky residue left from tapes and adhesives. Any damage caused by tapes and adhesives shall be charged to the person making the room reservation.
- There is to be **no parking that blocks the Community Room doors**. The parking lot will be cleared of snow at the discretion of the Town's Highway Department. Please refrain from parking on the grass.

The **Library Board and staff do not assume any liability for groups** or individuals attending a meeting in the Library.

Those who use the Community Room are also **responsible for obtaining the key during library hours, securing the facility after use including locking windows and doors, turning off lights and returning the key to the Library within 24 hours after use**. To return the key, fill out the Checkout sheet and place it and the key into the provided envelope. The envelope can then be put in the blue book drop at the front of the library.