

<p style="text-align: center;"><b>Cromaine District Library</b> <b>Policy</b></p>	<p>Policy #: 4020 Page 1 of 4</p>
<p style="text-align: center;"><i>LIBRARY MEETING ROOM RESERVATION AND USE</i></p>	<p style="text-align: center;"><u>Tracking Record</u> Date Approved: 7/7/94 Revised: 10/15/98, 9/16/99; 7/17/03; 1/19/06; 1/15/09; 1/17/13; 4/18/13; 2/20/14; 4/20/17; 4/19/18 4/18/19; 11/21/19 5/21/20;5/19/22;6/22/23;4/18/24;4/17/25;3/19/26 Review by Counsel: 7/03; 2/14 Reviewed: 12/16/09; 3/23/11; 3/28/12; 3/20/13; 3/20/14; 3/27/15; 4/14/16; 4/14/2021</p>

**Purpose**

Cromaine District Library (the library) uses its meeting rooms to promote its program of service to the community. The library also makes its meeting rooms available for use by those who wish to use the facilities for civic, educational, cultural, or charitable goals and objectives. Permission to use library facilities will not be granted when the request is for activities or use that is in conflict or competition with library programs or not authorized by this Policy. Facility space can be reserved provided the use of the rooms are for civic, educational, cultural, or charitable activities of the community consistent with the goals and objectives of the library, and for private family functions as described below.

Sale of products or services or any exchange of cash, checks, or credit card use in the facilities' space is limited to library-authorized activities, such as the Friends of Cromaine Library's sales. Anyone requesting exceptions must do so in writing and the Library Director or designee must approve them prior to the meeting room use. No exceptions will be granted unless the request is consistent with this Policy.

Permission to use a library facility does not imply the library's endorsement of the views, aims, policies, or activities of any individual or organization. Library facilities are available regardless of race, creed, color, national origin, age, gender, religion, sexual orientation or disabling condition of the reservation requester or members of the organization.

**General Regulations**

- The library reserves the right to review each prospective use and determine whether that use falls within the library facility guidelines. No exceptions will be granted unless the request is consistent with this Policy and approved in writing by the Library Director or designee.
- Meetings must be open to the public, except for private family functions. Anyone requesting admittance to the meeting must be allowed to attend without discrimination and without charge unless prior approval for admission fees has been given. Facility use cannot disrupt the programs or activities of the library, nor can it create a public safety hazard. Everyone must observe [Policy 2030, Public Behavior Policy](#), and state and local laws at all times.

- A representative of the library may attend any meeting held in library facilities. Any reservation holder who does not comply with meeting room policies will lose the right to use library facilities for six (6) months.

### **Availability**

- The library gives priority for use of the facility and rooms to library-sponsored activities. All other applications receive consideration on a first-come, first-served basis. In simultaneous submission of requests, priority will be given to resident library cardholders in good standing.
- Meeting rooms are available during library open hours. Use of a library meeting room outside of library hours requires written approval in advance from the Library Director or designee as well as an additional fee.

### **Application**

- [Applications for room use are available on the Library's website.](#)
- The library must receive the completed online application, a copy of the meeting notice or other publicity, and all fees at least five (5) business days in advance of the requested day.
- The library will hold tentative reservations for up to three days. A reservation is considered approved when there is an application on file, a signed contract, a review of notices and publicity, and receipt of a deposit, if applicable.
- The individual reservation requester will be held responsible for any damage that may occur.
- Only adults aged 18 and over are eligible to reserve the facility. The reservation holder must provide adult supervision for all groups with participants of less than 18 years of age.
- To ensure meeting room access to a greater number, only one meeting room reservation, without charge, will be approved per month per requester. Additional reservations are permitted with associated rental fees.
- The library may reject any application or withdraw previously granted applications.

### **Cancellation**

- If cancellations are made at least 48 hours in advance of the reservation, the fee will be returned to the applicant, minus a 10% clerical charge.
- On rare occasions, the library may have to cancel the approved use of a meeting room due to unforeseen circumstances. If this occurs, the library will make every reasonable effort to give ample notice and to assist in reserving another date. If that is not possible, the library will refund any fees.

### **Fees**

- For non-profit organizations, using a room for non-profit activities, there is no fee during regular library hours for library meeting rooms.
- For commercial entities, for-profit organizations, or private family functions, there is a fee assessed for room rental of library meeting rooms.
- When fees for library facility use are required, charges will be based on full-hour increments. Reservations must include adequate time for both set-up and clean-up.
- Visit our schedule of fees for additional information.

- All rental, utility and security fees are subject to change without notice, although every effort will be made to give reasonable notice.

### **Use of the Facilities**

- Occupancy may not exceed the posted capacity of the facility or meeting room.
- If food is included in the room reservation and approved, the reservation holder is responsible for bringing all serving equipment, supplies, etc. This person is further responsible for all food set-up and clean-up, including removing food trash from the premises.
- The library does not allow alcoholic beverages to be served or consumed on any of its premises, except during Library sponsored programs with approval in advance from the Library Director or designee.
- No smoking or vaping is allowed in the facility or meeting rooms, or within 25 feet of the exterior entrances.
- Attendees may not mount any material on the walls of any facility or meeting room without prior permission from the library.
- Tables and chairs are available for use in the facility only.
- Only adults age 18 and over are eligible to reserve the facility and meeting rooms.
- The individual reservation requester will be held responsible for any damage that may occur.
- The facility or meeting room must be left in the original condition and set-up arrangement.

### **Publicity and Notice of Meetings**

- Each reservation holder is responsible for its own publicity. Notices of meetings, flyers, news releases or any other promotional materials describing an event held in Cromaine's meeting rooms must include the statement: **“Offered at, but not by, Cromaine District Library. The library does not sponsor or endorse this event,”** and promotional materials containing that language must be made available to the library for review before distribution.
- The library will post information about the meeting on its website calendar, including the name and contact information of the organizer, except for private family functions.

### **Liability**

- All facility and meeting room users agree to hold the library harmless from any loss, damage, liability costs, and/or expenses that may arise or be caused in any way by such use of Library facilities.
- The user, specifically the responsible party, shall be responsible for all loss/damage to the building, furniture and/or equipment. If damage occurs, the responsible party will be liable for a minimum fee of \$50, plus the actual cost of the damage.
- The library will not be responsible for any equipment or items left in the facility or meeting rooms.
- The user must provide adult supervision for all groups with participants of less than 18 years of age.



## Cromaine Library Meeting Room Fees and Rental Add-Ons

<b>Venue Rental</b>		
Community Room Rental* 3rd Floor of Library Capacity 70 - auditorium seating Capacity 24 -37 - tables and seating	Please book ample set-up and tear-down time, reservations in full hour increments. Please book any expected decor or rehearsal time.	\$50/hr.
North Meeting Room Rental* 2nd Floor of Library Capacity 15 - tables and seating	Please book ample set-up and tear-down time, reservations in full hour increments. Please book any expected decor or rehearsal time.	\$15/hr.
Food	Non-refundable fee for all events serving food.	\$100 flat fee
Day-of Added Time	Additional fees for late exits not pre-arranged at the time of booking. Billed in quarter-hour increments.	\$300/hr.
<b>Staffing Fees</b>		
Greeters and Troubleshooting Support	Library staff will be available on the main floor to direct guests as they arrive, and to quickly troubleshoot any issues for half an hour before the event.	Included
Large Event Set Up/Tear Down	Required for events with more than 37 attendees expected; fee may be waived by Director or designee.	\$25 flat fee
After Hours Fee	For library meeting room use outside of regular library open to the public hours, there is an additional fee for each hour beyond the customary closing time for staffing purposes.	\$50/hr.
<b>Equipment</b>		
Big Screen TV for slides/presentations	(Upon request and availability)	Included
Projector/Laptop for slides or movies	(Upon request and availability)	Included
Compact PA and Microphone	(Upon request and availability)	Included
Podium	(Upon request and availability)	Included
LED Pillar Candles (300 count)	Self set-up	\$25 flat fee

\*For qualified non-profit organizations, room rental and equipment fees may be waived, but add-ons and staffing fees still apply\*

