

Edith B. Ford Memorial Library

COMMUNITY MEETING ROOM USE

Use of meeting rooms in community libraries is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes.

The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the library. All meetings must be open to the public.

Programs that are planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization which had requested that space.

Organizations and groups wishing to reserve the meeting room are to be referred to the library director or her/his designee for approval. All organizations and groups must complete the attached agreement at least 30 days before an event is to be scheduled. Dates are not to be posted without approval.

Groups using the meeting room must be agreeable to the fact that during library hours, other library patrons will very likely be using the part of the collection housed on the lower level. These patrons will be encouraged to cause minimal distraction to the group meeting and activities.

A group can use the room a maximum of 12 times a year, or at the discretion of the library director.

The Community Room **may not** be used for:

1. Profit-making purposes. However, planning and training for fundraising by recognized community service agencies is permitted.
2. Programs involving the sale, advertising or promotion of products or services.
3. Organizations charging for attendance. Exceptions may be made by the library director or her/his designee for meetings sponsored by approved non-profit groups
4. Partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.
5. Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members.
6. Social functions such as showers, birthday parties, card parties, etc.

The Edith B. Ford Memorial Library commits itself to serving all persons without regard to race, color, sex, religion, age, marital status, national origin, disability, ex-offender status or sexual orientation.

The library director or her/his designee reserves the right to refuse the use of the room whenever such use does not conform to these policies.

EDITH B. FORD MEMORIAL LIBRARY COMMUNITY ROOM USE AGREEMENT

- Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used.
 - Alcoholic beverages are not allowed.
 - The library does not supply utensils, dishes or paper products.
 - The meeting room and kitchen must be left clean and in the same set-up as found.
 - All waste and recyclables must be removed from library premises.
 - Smoking is not allowed in any part of the library, including library grounds.
 - Use of the library meeting room is restricted to the hours when the library is open, and the room must be cleaned and vacated by 10 minutes before closing time. Special arrangements must be made with the library director to use the meeting room after library hours, and the director, or a board member must be present for the entire time the room is being used.

THE GROUP USING THE COMMUNITY ROOM WILL BE HELD RESPONSIBLE FOR:

- a) ALL LOSSES INCURRED BY THE LIBRARY.

- b) ANY PHYSICAL DAMAGE TO LIBRARY PROPERTY.

To the fullest extent permitted by law, the applicant, agrees to defend, pay on behalf of, and hold harmless the Edith B. Ford Memorial Library, against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Edith B. Ford Memorial Library, its elected and appointed officials, employees, volunteers or all others working on behalf of the Edith B. Ford Memorial Library by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out to the alleged negligence of the Edith B. Ford Memorial Library and/or in any way connected or associated with this contract.

Signing of this policy constitutes an agreement by the undersigned to adhere to the rules of the Community Room Policy and to ensure that no member of the group violates the rules set forth. In addition, signing this policy verifies that the organization using the Community Room is a not-for-profit organization.

Representative Name: _____ Signature: _____

Agency/Group Name: _____ Today's Date: _____

Telephone: _____ Email: _____

Program Title: _____

Date of Program: _____

Office Use Only

Date Approved: _____

Director/Designee: _____