Community Room Policy (revised May 2025)

The Village Library has one Community Room available for use by the public when not in use by the library. The Community Room may be utilized by the public upon approval by the Library Director AND submission of a completed Facility Usage Application and applicable fees. All library policies and safety regulations are in effect at all times. Parties not following library policy or creating a disturbance may be asked to leave at the discretion of the Library Director or staff.

Use of the Community Room does not constitute an endorsement of the group's policies or beliefs.

Occupancy: Maximum occupancy is 90 people.

Equipment: The library provides chairs, tables, and wireless Internet connection.

The following are not permitted in the Community Room at any time:

- The use of controlled substances, smoking, vaping, or gambling.
- The use of alcoholic beverages*.
- Candles, sterno warmers, or other open flames.
- Destructive behavior.
- Nothing may be attached to the walls, ceiling, or furniture.
- Attendees may not leave children unattended.

*An exception to the above may be made for Library-sponsored events with the approval of the Board of Trustees

Reserving the Community Room

The Community Room will be reserved on a first-come, first-served basis.

The Village Library reserves the right to accept or reject requests for room use for any reason.

The Responsible Party shall submit a completed request for facilities using the Facility Use Application to the Library Director **no less than two weeks prior to the desired date**. Library functions will have priority when scheduling.

The limit for use of the Community Room is four hours unless otherwise approved in advance by the Library Director.

The Children's Playroom is **not** included in the Community Room Rental. This area should not be accessed during rental activities.

Kitchen facilities are available for limited use with prior permission from the Library Director. See Kitchen Usage rules below.

The Responsible Party must sign out the door key **48 hours prior to the use of the Community Room**. This key must be returned to the front desk or placed in the book drop return box by the next business day.

Fee Schedule for Community Room Rental

Non-profit groups

1. Groups that are classified as non-profit organizations may use the Community Room without paying a rental fee.

2. **Security deposit.** The Responsible Party shall submit a $50.00 security deposit with the Facility Use Application. Security deposits will be returned to the Responsible Party after the event, less any damage fees.

3. **Keys**. The Responsible Party shall sign for a Front Door Key 48 hours prior to the event. A $50.00 fee will be assessed if the Front Door Key is not returned the next business day. Any keys not returned within two business days will be considered lost and may result in additional charges to replace locks.

Other groups or individuals

1. All groups, organizations, or individuals not classified as non-profit organizations can reserve the room for a fee.
2. **Reservation fee.** The Responsible Party shall submit a $50.00 reservation fee with the Facility Use Application. Reservation fees are non-refundable.
3. **Security deposit and balance due.** The Responsible Party shall submit the balance of the rental fee plus a $50.00 security deposit 48 hours prior to the event. The library key will not be given without full payment. The $50.00 security deposit will be refunded after the key is returned, less any damages accrued.
4. **Fees.** Community Room use fees are $50.00 for the first hour and $25.00 for each subsequent hour or fraction of an hour.
    a. Rates for periods over four hours may be adjusted at the discretion of the Library Director or Board of Trustees.
    b. If a group, organization, or individual wishes to rent the Community Room for a block of sessions, the hourly rate will be reduced by $25 per session.

5. An additional $50.00 fee will be charged if the Library key is not returned the next business day. Any keys not returned within two business days will be considered lost and may result in additional charges to replace locks.
6. In the event of any damage to the building, grounds, and equipment, the Responsible Party shall pay for the correction of such damage.
7. A cleaning fee of $75 will be charged to the Responsible Party if the rental space is not returned to its original condition.

Cancellations

1. If the Library is forced to cancel the use of the Community Room, the Responsible Party will get a full refund, including the rental fee.
2. If the Responsible Party cancels a Community Room event more than 48 hours before the event, they will not be charged the balance of their rental fee. Any cancellations less than 48 hours before the event will not be refunded.
3. If a Responsible Party has paid for multiple sessions, the fees for sessions not used will not be refunded, but credit can be applied to future events.

During the event

The Responsible Party is liable for the conduct of all persons present in the building for their activity. In the event of damage to the building, grounds, equipment or property, the Responsible Party will be charged for damages.

All safety regulations must be obeyed. These include but are not limited to:

- All aisles and doorways must be kept clear of obstruction at all times.
- Cars must park in designated parking areas only; no parking in driveways or on the grass.

Emergency Procedures:

Fire Safety/Extinguisher Usage/Emergency Exits: In the event of a fire or alarm warning, all participants should evacuate immediately via the closest exit and will be informed when it is safe to re-enter. A fire extinguisher is located on the wall of the community room.

Medical Emergencies: Call 911 and notify Village Library staff.

Power Outages/Water Leaks: Notify Village Library staff immediately. If the library is closed, contact Carol Donahue, the Library director, at 610-406-2527.

Rules for use of the kitchen

- Long-term storage of items is not permitted without prior permission from the Library Director.
- Serving meals is permitted with electric warmers. No sterno/open flame warmers are permitted.
- The refrigerator may be used for short-term use only. Any food items remaining will be discarded.
- Towels must be supplied for dish drying.
- Everything must be returned to its proper place after use.

At the conclusion of the activity:

The Responsible Party shall ensure the community room, kitchen, bathrooms, and lobby are left in a clean and orderly condition.

- All trash must be removed and new trash bags placed in all receptacles.
- Tables and chairs must be returned to their proper place.
- All lights must be turned off, including in the bathrooms.
- All doors must be securely latched and locked.

The Village Library, Board of Trustees, and Library Staff are not responsible for any items left in the Community Room.

Last reviewed 9/27/2025, Last revised 9/27/2025