Exeter Community Library
Use of Community Room Policy

1. Introduction

The Exeter Community Library (Library) has one meeting room with partition capabilities available for use by the public when not in use by the Library. The primary use of this facility is for Library programs and functions. When not in use by the Library, the room may be utilized by the public upon submission of a completed application and approval by the Executive Director and/or Board of Trustees of the Exeter Community Library.

The Library does not endorse nor does it seek to promote the objectives of any organization using the room. The Library shall not discriminate against any group in granting permission to use the facilities, conditioned upon the group's compliance with this policy. All publicity utilized by the user must make clear that the Library is NOT the sponsor of the meeting. The Library maintains the exclusive authority to decide any disputes regarding the use of the building or grounds.

2. Meeting Room Use Guidelines

The use of the building, grounds, and equipment of the Library shall be governed by the following Board of Trustees' policies and regulations, subject to written exception by the Board of Trustees:

1. Use of the property shall be limited to those listed on the agreement.
2. Use of the property is permitted only during normal Library operating hours.
3. Requests for routine, repetitive use of the room will not be permitted.
4. At no time is the facility to be utilized for business activity, except for seminars, training, or business meetings.
5. The equipment and property shall not be removed from the Library premises.
6. The equipment and property shall not be used in conflict with the aims and objectives of the Library.
7. The availability of the property shall at all times be subject to the convenience, requirements, and activities of the Library.
8. Every organization or individual shall sign an agreement required by the Library. The organization shall indemnify, defend, and hold harmless the Library and Exeter Township from any liability resulting from use of the facility.
9. Smoking, use of profane language, illegal drugs, alcoholic beverages, possession of weapons, and conduct that violates local, state, or federal laws and regulations are prohibited anywhere in the Library or on its premises.
10. No changes or alterations shall be made to the equipment or property.
11. At no time is the Library to be used for storage. Any items left behind after an event will be discarded.

12. The Library reserves the right to discontinue use of the facilities by any group or organization that creates a nuisance, interferes with Library operations, causes damage to the property, or violates any other rule or regulation of the Library.
13. The Executive Director or other delegated personnel shall have the authority to stop any authorized function if the function is endangering public safety or is causing disorder or disruption to the primary function of the Library.
14. The sponsoring organization or individual applying for use of the facilities assumes all responsibility for damage to Library property and for leaving the premises in original order. The group, organization, or individual utilizing the room is responsible for their own set-up and tear-down and must return all tables and chairs to their respective pre-use positions, remove the trash to the dumpster, and broom sweep the community room after use.
15. Groups or individuals using the facilities do so at their own risk and are responsible for their actions and the actions of their guests. Children may not be left unattended or unsupervised.
16. The maximum capacity for the community room is 95 people. No group reasonably expecting more than 95 people in attendance shall be allowed to use the community room.
17. Walls may not be used for mounting or hanging pictures, displays, posters, etc.
18. Should a scheduled event be canceled, the group should notify the Library as soon as possible so that others may use the space. In the event of inclement weather, the Library may choose to close, resulting in the cancellation of any scheduled events.
19. Once an organization or individual has used the community room, they must remain on-site until a staff member has conducted a walk-through to confirm the room is in good condition. Failure to comply may jeopardize the individual or organization’s future use of the community room.
20. The room must be clean and vacated no later than the Library's posted closing time.

Revised 12/10/2021
Revised 7/14/2025

Exeter Community Library
Room Usage Application

1. Name of Group: _____

2. Address: _____

3. Phone #: _____

4. Time & Date of Facility Requested (please INCLUDE your set-up and tear-down time):

_____

5. Number of Anticipated Guests: _____

6. Check Only One

- ☐ a. I will provide a Certificate of Insurance naming the Exeter Community Library and Exeter Township as insured.
- ☐ b. I will sign a Hold Harmless agreement.

7. Information of the individual organizing the event for the group:

Name: _____

Address: _____

_____

Phone: _____

All applicants must read the following paragraph and provide their signature(s). The group and the signatories in their individual capacity shall be responsible for all representations.

Applicant Statement:

To the best of my knowledge the completed information is correct. I understand that my misrepresentation of this information may result in the denial and/or cancellation of this application. Furthermore, I have read, understand, and consent to all rules and regulations in the Exeter Community Room Use Policy.

_____ _____

Signature Date

_____

Print Name

Exeter Community Library
Exeter Township Hold Harmless Agreement

THIS HOLD HARMLESS AGREEMENT is made effective on _____ (date), by the undersigned, both as a group and in his/her individual capacity, and its heirs, executors, administrators, assigns, and all those who may claim by or through it, him/her.

The undersigned agrees to indemnify, defend, and hold harmless the Exeter Community Library and Exeter Township, including their agents, employees, volunteers, officers, directors, trustees, and supervisors, from any and all liability, including attorney fees and litigation costs, for any injuries or property damage (including death) arising from use of the facility, regardless of the cause.

The undersigned further agrees, at the Library's option, to provide defense or pay for counsel chosen by the Library. The undersigned affirms they have authority to sign individually and on behalf of the group.

You may seek the advice of counsel before signing this agreement.

Name of Group: _____

Signature of Group Representative: _____

Print Name: _____