

# **BRANDYWINE COMMUNITY LIBRARY MEETING ROOM POLICY**

*Reviewed: August 2012*

## **I. GENERAL CONSIDERATIONS**

Brandywine Community Library has a meeting room available for use by community groups. The Library Board has the right to limit the use of the community room to meetings, exhibits, seminars, or lectures. The fact that an activity takes place in the community room does not constitute library endorsement of the activity. The Library Board has the right to refuse use of the room to any group or individual whose purpose for meeting is not in harmony with the social, cultural, and intellectual purposes of the library.

## **II. RESERVATIONS**

Requests for the use of the community room shall be made at least four weeks before the date of the function on the form provided. Booking of the community room is on a first-come, first-served basis with library use taking precedence. No other space is available for non-library use meetings. The Board must approve use by outside groups.

## **III. FEES**

**There is** no charge for non-profit organizations, which may be required to prove their 501 C(3) status. Donations are accepted. There is **no charge for library-sponsored events**.

There will be a flat \$50 fee for use from the following groups and/or individuals:

- A. Non-community based groups
- B. Fundraising activities
- C. Professional organizations
- D. Profit-making organizations
- E. Social groups
- F. Commercial groups
- G. Religious groups
- H. Personal use (private parties)

The fee is non-refundable and will be paid after Board approval and before the meeting date.

## **IV. MEETING TIMES**

All functions must take place during library hours unless Board makes special arrangements. There is a four-hour limit for using the room without special approval.

## **V. USER RESPONSIBILITIES**

Groups are responsible for leaving the meeting room in order. If a particular configuration of tables and chairs is required, users are responsible for setting up and returning furniture to the proper locations within the room. Lights and equipment are to be turned off. Groups are responsible for any damage to the property that occurred during their use.

## **VI. AUDIOVISUAL EQUIPMENT**

The library will not provide audiovisual equipment. Groups may bring their own equipment.

## **VII. CODE OF CONDUCT**

In addition to complying with the Brandywine Library Code of Conduct Policy, users of the meeting room are required to comply with the following rules

- A. No alcoholic beverages are permitted.
- B. No smoking in the building or library.
- C. Adult supervision is required when children are using the room.
- D. Normal operation of the library is not to be disrupted by users of the meeting room.
- E. No posters, tape, or notes shall be placed on the walls or doors of the meeting room.
- F. No promotional materials may be left in the meeting room.

The Brandywine Community Library Board of Trustees reserves the right to make additional rules and regulations that may be in the interest of the Board or public.

*Approved by the Board of the Brandywine Community Library on March 27, 2003.*