

## Regulations for Use of the Community Room

1. A completed request for facilities must be submitted on the proper application form to the Library Director at least two weeks prior to the desired date. Library functions will have priority when dates are assigned. There will be no use of facilities without a valid application.
2. The use of tobacco, alcoholic beverages, and detrimental behavior is not permitted
3. A responsible person must sign out the door key within 48 hour prior to the use of the Community Room. This key must be returned by the following day.
4. All safety regulations must be obeyed. All aisles and doorways must be kept clear of obstructions. Cars must park in designated parking areas only. No parking in driveways or on the grass.
5. Kitchen facilities are available for limited use (serving refreshments). Rules for kitchen use are:
  - A. Everything must be returned to its proper place within 48 hours.
  - B. Groups must supply their own towels for dish drying.
  - C. Long-term storage of items is not permitted.
  - D. The refrigerator is intended for short-term use only.
  - E. Any food items left will be discarded.
  - F. The Norelco 10 cup coffee maker on the counter may be used, but it must be cleaned and left unplugged.
6. There is a four-hour limit for using the room without special approval.
7. Each contracted organization is responsible for the conduct of all persons present in the building for that organization's activities. In the event of damage to the building, grounds, or equipment, that organization or individual will be charged for the correction of damages.
8. All organizations must supply their own trash bags. All trash must be removed when leaving.
9. Each organization is responsible for leaving the room in a clean and orderly condition. Tables and chairs must be returned to their caddies.
10. Each organization is responsible to turn off all lights, including bathrooms, and lock all doors.
11. The Village Library Board of Trustees and the Library Staff are not responsible for any items left in the Community Room.
12. Please check the emergency exit door to be very sure it is closed tightly before you leave.

## Fee Schedule for Community Room Use

1. All groups, organizations, or individuals wishing to use the Community Room must pay a refundable security deposit of \$50.00
2. Since the maintenance and upkeep of this building is expensive, the library requests a fee for use of the room from the following groups and/or individuals:
  - A. Non-community based groups
  - B. Fund raising activities
  - C. Professional organizations
  - D. Profit-making organizations
  - E. Social groups
  - F. Commercial groups
  - G. Religious groups (not including worship services)
  - H. Personal use (private parties, etc.)
3. Donation for use of the room is \$50 for the first hour and \$25 for each subsequent hour or fraction of an hour. Rates for longer periods of use may be adjusted at the discretion of the Village Library Board of Trustees.
4. Groups with proof of non-profit status and following groups are exempt from fees. However, a suggested donation is requested to help defray the cost of maintenance. **Suggested donations include: subsidize a professional cleaning of the community room, hosting a free library program, help maintain library grounds or donate time to setup for booksales and other library events.**
  - A. Youth organizations
  - B. Civic organizations
  - C. Service organizations
  - D. Municipal government

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

Please retain this paper for your records! Thank you.