

## 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.** Use of the Community Room facilities during normal library hours, without an application will be at the discretion of the Library Director.
2. The use of tobacco and alcoholic beverages is not permitted. Wine may be used with prior Board approval and presentation of certificate of insurance. Detrimental or destructive behavior will not be permitted.
3. A responsible person must sign out the door key 48 hours 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. Serving of meals is not permitted.
  - B. Everything must be returned to its proper place before you finish using the room.
  - C. Groups must supply their own towels for dish drying.
  - D. Long-term storage of items is not permitted without prior permission from the library director.
  - E. The refrigerator is intended for short-term use only.
  - F. Any food items left will be discarded.
  - G. The Norelco 10 cup coffee maker on the counter may be used, but it must be cleaned and left unplugged after use.
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 trash must be removed when leaving and organizations must put new trash bags in all cans.
9. Each organization is responsible for leaving the room in a clean and orderly condition. Tables and chairs must be returned to their proper place.
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.
13. **The closet cannot be used for any purpose other than storage, as there are not sufficient exits. There should be no more than 3 people in the closet at a time.**

## **Fee Schedule for Community Room Use**

1. All groups, organizations, or individuals wishing to use the Community Room must pay non-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. Fund raising activities
  - B. Professional organizations
  - C. Profit-making organizations
  - D. Commercial groups
  - E. Personal use (private parties, etc.)
3. Rates of the room will \$25 for each subsequent hour. Rates for longer periods (over four hours) of use may be adjusted at the discretion of the Village Library Board of Trustees.
4. Groups that fail to replace items and furniture to their proper places will forfeit their security deposit. Continued failure to replace items will result in that group losing the privilege of using the Community Room.
5. A donation for the use of the room is strongly suggested from these groups to help defray the cost of maintenance.
  - 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.

As Approved by the Village Library Board of Trustees 5/12/2021

Kitchen

tables &  
folding chairs

2

14

TV/  
VCR

Table / chair storage



