

Lewistown Carnegie Public Library District Community Room Policy

The rules stated in the Community Room Policy apply to the use of the meeting room by the public. The use of the Library's meeting room by a group or individual signifies acceptance of the terms of the Meeting Room Policy.

1. The community room is available on a first come basis. Library programs take precedence over all other use.
2. No single group may have more than three meetings reserved in advance.
3. The seating capacity of 50 must be observed.
4. The group must keep all doors unlocked to the meeting room at all times while the room is occupied. Open aisles must be maintained within the seating arrangement to provide clear access to exits.
5. The use of the community room by a non-library group shall not be publicized as to imply Library sponsorship unless the activity is being co-sponsored by the library.
6. The community room may not be used for commercial purposes. The group using the meeting room may not solicit money or any other thing of monetary value, charge admission, sell, or advertise the sale of goods or services.
7. Each group is responsible for setting up the room and restoring it to its original condition after the meeting. A vacuum cleaner is available for cleanup. All trash must be removed from the building.
8. Groups are responsible for transporting, setting up, and operating their own equipment. The Library Staff is not responsible for any equipment, or other accessory items left in the community room. Items left for 30 days may be disposed of in a manner deemed appropriate by the Library Staff.
9. Groups accept responsibility for any items borrowed from the library. Groups will repair or replace any damaged or missing equipment.
10. A "No Smoking" rule is strictly enforced.
11. A "No Vaping" rule is strictly enforced.
12. Smokeless tobacco is not permitted.
13. A "No Weapons" rule is strictly enforced.
14. Alcoholic beverages are not permitted.
15. Marijuana is not permitted in any form.
16. Notice of cancellation of a meeting should be given to the Library Staff at least 24 hours in advance of the meeting time. In inclement weather, when 24 hour notice is not possible, the Library should still be notified of cancellations. Failure to show for a scheduled meeting without prior notice of cancellation could result in loss of future use of the Community Room.

17. Meetings must be conducted so as not to disturb others using the library. Groups who disturb library activity or library users may be denied future use of the community room. Users must provide adequate supervisors and chaperones to satisfy library administration and staff that the event will be controlled.
18. Adults must be present at meetings and assume responsibility for children in their groups.
19. Children must not be left unattended in the library while caregivers attend meetings.
20. Group meeting in the community room are not permitted to tack, tape, or post any signs or materials on community room doors, walls, or elsewhere in the library. A bulletin board is available for posting events, common notices etc. with approval of library staff.
21. A group may not transfer the use of the room to another group.
22. Except in the case of extreme emergency, messages cannot be conveyed to community room guests by library staff.

Important...Please Note

1. Failure to abide by these rules for the community room use may be justification for denying the group future use of the room.
2. In addition to the supporting group, the adult representative of the group who signs the application agrees to assume responsibility for the group's adherence to the rules and any damages to the facility or equipment which may occur as a result of the group's use.
3. The library is not liable for injuries to people, damage to, or loss of property belonging to individuals or groups using the community room. Whenever personal injury or loss/damage to property occurs in connection with use of the community room, the incident must be reported to the staff member in charge of the library and an incident report must be completed.

To request use of the community room:

1. You must be 21 years of age.
2. The room must be reserved in advance with the Library Staff. Reservations can be made up to one year in advance in person or by telephone, but no reservation is finalized until a signed application form is completed. All applications must be completed within 72 hours of reservation time.
3. Reservation fees are as follows: A \$25.00 nonrefundable fee may be charged to cover library expenses, if the event takes place after library hours. A \$50.00 refundable cleaning deposit will be charged and returned to the group, once library staff has inspected the community room and bathrooms. The inspection will take place within

24 hours of the meeting. Failure to restore the Community Room to its original condition, will result in loss of cleaning deposit and could result in loss of future use of the Community Room.

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