

# **Englehardt Public Library**

## **Regulations for use of the Community Room**

### **Group Qualifications**

The community room will be available for use to the following groups and for the following activities as listed in the order of priority:

1. Library and city sponsored activities.
2. City and area-based service clubs.
3. Area neighborhood improvement groups.
4. Non-profit organizations having a membership of which half are area residents.
5. Public meetings of general interest held by non-profit organizations.

(Note: "area" is defined as the City of Lowell and its surrounding townships)

### **Available Times for Meeting**

The community room will be made available during library hours. Meetings requested to be held after library hours and weekends must be approved by the library branch manager.

### **Meeting Group Size**

The community room will accommodate up to 60 persons when using chairs only or 30 persons when using tables and chairs or up to 100 children using no furniture (Fire Regulations).

### **Cleanup/Storage of Materials**

- Groups will be responsible for their own set-up and clean-up.
- Groups may not set up the day before nor clean the following day. The room must be cleaned prior to vacating the community room.
- All garbage and refuse are to be removed as part of clean-up.
- Groups using the room may not store materials there.

### **Community Room Rental Fee**

- Rental fees for the community room shall be established by the city and may be changed as it deems necessary.
- The rental fee includes the use of the community room, tables, and chairs. Other materials, such as audiovisual equipment, shall be the responsibility of the renter.
- Payment shall be made to the city of Lowell.
- The library branch manager shall be notified in the event of cancellation. Failure to cancel the reservation at least 24 hours prior to the meeting will result in the forfeiture of the rental fee. Repeated cancellations may result in denial of further community room privileges.

### **Food and Beverage**

- Food, other than light refreshments (e.g. cookies, doughnuts, etc.), shall not be served without prior approval of the library branch manager.

- Beverages and their complements (cups, napkins, sugar, cream, etc.) shall be the responsibility of the group holding the meeting.
- Red or purple colored beverages will not be allowed.
- The use of alcoholic beverages in the community room or on library grounds is prohibited.
- Smoking in the community room and in the library is prohibited.

### **Supervision and Responsibility**

- The group using the community room shall provide adult supervision (at least two adults) at events held for the children.
- The group using the community room shall report damage to the building or furnishings to the library branch manager and make appropriate remuneration.
- The group's supervisor must be in attendance while the community room is being utilized.

### **Liability**

- The Englehardt Branch of Kent District Library and the City of Lowell are not responsible for theft of personal property or personal injury.
- Groups sponsoring public meetings must make their sponsorship of the meetings clear in any publicity. In no way must it appear that the library or city is sponsoring the activity.

### **Making Reservations**

- Requests for reserving the room shall be made through the library circulation desk. Assignments shall be made by the branch manager or a designated library staff member on a first-come, first-serve basis. The library and the city reserve the right to cancel or reschedule any reservation.
- Reservations may be made up to three months in advance.