

Spencer County Public Library
Community Room Policy

The Board of Trustees of the Spencer County Public Library extends to the community and the county the use of the library Community Room free of charge to any group of citizens with the following stipulations:

- **Community Room** (maximum occupancy 100): chairs, 6-foot tables, ceiling-mounted screen, data projector, flat-screen for screencasting, or HDMI laptop connection. It is adjacent to a galley kitchen with a refrigerator, sink, microwave, and coffee brewer. The Community Room may be divided into two smaller spaces, A & B), using sliding doors to accommodate two groups. Maximum occupancy of A-35 and B65. The larger room has built-in counters.
1. Meeting rooms are made available on an equitable basis. All meetings must be open to the public.
 2. Library-sponsored activities are given priority in scheduling the use of the room.
 3. The Community Room is available for any non-profit organization. Commercial activities are prohibited. Meetings of non-library organizations may not be held for purely social functions.
 4. The library Community Room must be reserved, when possible, at least one week in advance. Reservations can be made online, by phone, or in person. Late requests will be given individual consideration. Use of the Community Room is limited to a maximum of twice a month per organization. The Community Room may be reserved no more than three (3) months in advance unless approved by the Director or the Board.
 5. The number of attendees cannot exceed the stated maximum capacity of 100 people.
 6. Food may be served in the Community Room if the request is made when the reservation is taken. The individual or group reserving the room is responsible for transport, set-up, and clean-up of all food. The Library does not provide utensils, paper supplies, or dishware of any sort for food service. Alcoholic beverages or tobacco products cannot be served, used, or consumed on library property.
 7. Approval to use Community Room space does not constitute an endorsement by the Library Board, or the library as an institution, of any group's or individual's policies or beliefs.
 8. Individuals booking the Community Room must be at least 18 years old. The individual who signs the Community Room request is responsible for supervising the group. Children or youth groups with attendees under the age of 18 must be accompanied by adult sponsors who will be present at the designated time of the group's arrival and remain until all group members have departed. One adult must be in attendance for every five (5) children.
 9. Groups using the Community Room may not charge an admission fee without prior written permission from the Board of Trustees. Collection of regular dues at meetings of non-profit organizations may be permitted without written approval.
 10. The Community Room may be used during or after library hours. Any organization using the room when the library is closed should have the applicant pick up a key at the library desk before closing time on the day of the meeting. After the meeting, the key should be deposited in the envelope provided, with the attendance numbers noted, and left in the book drop in the library parking lot.
 11. All groups are expected to leave the room as clean as they found it. Groups are responsible for all damage. If damage occurs or evidence of misuse or abuse is found, charges will be assessed, and the Library may assert legal remedies if necessary. Future use of the meeting rooms may be denied.
 12. There is no fee for the use of meeting rooms. However, the following charges may apply:
Cleaning Fine: \$75.00 fine if the rooms or kitchen is not left clean and in its original condition.
Damage Fee-damage to Library property or equipment will be assessed at full replacement or repair value, not less than \$75.00
 13. No food or drinks are permitted in the main library area.
 14. If audiovisual equipment is needed, arrangements should be made with library staff at the time of the reservation or one week before the meeting. The library will attempt to accommodate all reasonable requests but may be limited by available equipment and space.
 15. No conduct disturbing regular library use or infringing on any library rules is permitted.

16. The Library Director is authorized to deny permission to use the library Community Room to any group that is disorderly or violates these regulations.
17. A copy of the Community Room policy will be given to each group using the .
18. In consideration for the use of the room, each organization agrees that:
 - a. It will pay for all damage to any Spencer County Library Property resulting directly or indirectly from the conduct of any member, officer, employee, or agent of the organization or any of its members. (*See Item 12*)
 - b. It will hold harmless the Spencer County Public Library Board of Trustees and its employees from and against any and all liability which may be imposed upon them for any injury to persons or property caused by the organization or any person in connection with a meeting.
19. It is understood that the Spencer County Public Library assumes no responsibility for any property placed in the library in connection with a meeting and that the Spencer County Public Library Board of Trustees and employees are hereby expressly released and discharged from any and all liability for any loss, injury, or damage to persons or property which may be sustained because of a meeting or event.
20. Neither the name nor the address of the Spencer County Public Library may be used as an organization's official address or headquarters.
21. Except as a designation of location, the name of the Library may not be used in any publicity.
22. The Library reserves the right to cancel meetings if circumstances at the library demand it, including room reassignment based on the size of the group. Groups should notify the Library of a meeting cancellation on their part as soon as possible.
23. Promotion of illegal activities is not permitted. Meetings and individuals must conform to local laws or ordinances.
24. Room set-up and tear-down are the responsibility of the group using the room. The group is expected to return the room to its original condition. Excessive garbage (beyond the capacity of the trash receptacles in the room) must be removed by the room user and taken to the outside trash receptacles.
25. Groups may not attach or affix anything to walls, doors, or movable partitions without prior permission from the library.
26. Lost or damaged Library equipment must be replaced; the person who applied to use the room is held responsible. (*See Item 12*)
27. This statement of policy is subject to amendment or exception at any time by the Spencer County Public Library Board of Trustees.

Adopted 2015

Reviewed & Revised 2017, 2021, 2024

SCPL RESERVATION FORM

Organization _____

Date of Meeting _____ Time of Meeting _____

Purpose of Meeting _____

Estimated Attendance _____

Name and title of the applicant (Please Print Clearly)

Signature _____

Address _____

E-Mail Address _____

Telephone _____

Application taken

by _____ Date _____