

## **Community Room Usage Guidelines**

1. Reservations must be made in advance by completing the application and bringing the deposit, to the library. Reservations are first come, first served and are not considered complete until the deposit has been received and the library has approved the reservation.
2. The room will not be rented to a particular group or individual on a weekly basis. Community room use to a particular group or individual will be limited to once per month.
3. Payment for room use must be made at the time of use or the preceding day if use is scheduled to occur when the library is closed.
4. Users are responsible for the delivery and pick-up of their supplies and equipment, as well as, the operation of their equipment. Users are also responsible for removing all their supplies immediately following the conclusion of their meeting. The library is not responsible for property before, during, or after the rental.
5. Kitchen facilities are available. If the kitchen is used, it must be cleaned and left in an orderly manner with the lights off. This includes cleaning the sink and counter, appliances, floor, and cleaning up any spills or messes.
6. Your organization must provide its own supplies including but not limited to: food, beverages, paper supplies, cleaning supplies.
7. Smoking or the burning of candles is not permitted inside the building.
8. The consumption or sale of alcoholic beverages is prohibited on the premises.
9. The Community Room must be left in a clean and orderly condition with all doors secured. Upon leaving, four table and 16 chairs should be left set up in the room. Users must: collect all supplies, clean tables and chairs, make sure all trash is placed in the dumpster south of the garage, replace liners in the trash receptacles (extra liners are stored under kitchen sink), sweep floor (broom is kept in southwest closet), spot clean floor where spills may have occurred, secure all doors, complete alarm instructions, and turn off all lights prior to exiting building.
10. Additional tables and chairs are available in the west closet area. If you utilize any of these extra tables or chairs, they must be cleaned and returned to the closet.
11. If you are utilizing the room when the library is closed, prior to leaving, check both restrooms flushing any urinals or stools and cleaning up any messes, as needed.
12. Children must be supervised at all times.
13. Please alert the library staff of any malfunction or problem, which may occur with the equipment or the building.