

Paw Paw District Library – Community Room Use Policy

The Paw Paw District Library provides a community room in order to promote its mission of service to the community. The library board recognizes that the library facility belongs to the community and therefore permits the use of its community room by local individuals, groups and organizations. The policy for the use of the facility is established by the library board and is subject to change at any time. This policy may be applicable to any meeting space or program space at the Paw Paw District Library.

A. AVAILABILITY

1. Library programs and library-related programs have priority in the use of the facility. The library cannot guarantee that an individual or group can reserve or use the community room or any meeting space on a regular, consistent basis.
2. Community room use shall be for educational, cultural, civic or recreational purposes.
3. The fact that a group or individual is allowed to meet in the community room does not in any way constitute endorsement of the groups' or individual's policies or beliefs by the Paw Paw District Library.
4. An established hourly rental fee will be charged to for-profit uses and also for social events such as parties, baby showers, and receptions. The current usage rate (Fee Schedule) shall be determined from time to time by the library board and made available at the library and on the library's website.
5. All groups using the community room must be under adequate adult supervision, with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of damaged facilities or equipment.
6. The library shall not be held liable for any injury sustained or damage done related to the use/misuse of equipment and or facilities. The applicant or its written designee is responsible for communicating all community room policies to users of the facility.
7. Meetings that may disturb regular library functions are not permitted. What constitutes a disturbance to the library shall be at the discretion of the Library Director.

B. SCHEDULING

1. The community room may be scheduled from 8:00 a.m. – 10:00 p.m. daily or at the discretion of the Library Director or designee. If meetings are scheduled outside regular library hours, an opening fee and a per hour staffing fee for each hour may be assessed per the Fee Schedule.
2. Procedures to apply for use of the community room:
 - a. The applicant will submit a completed Community Room Application Form (available at the checkout desk, the reference desk, and on the library website) at least 7 calendar days prior to the requested use date.
 - b. The applicant may submit a Community Room Application Form up to 4 months prior to the requested use date.
 - c. An applicant must be 18 years of age or older.
 - d. The library may consider a pattern of cancellation or prior violations by the applicant in scheduling room use.
 - e. The library reserves the right to reschedule an event for library-related programs. The library will make every effort to keep conflicts to a minimum, but in the event of a conflict the library will notify the applicant as soon as possible.
3. Hours of scheduling shall include the total time involved in the meeting, including the time the applicant

requires the room for assembling or other purposes, to the time the room is vacated.

4. Room setup needs shall be stated at the time the reservation is made. The applicant will be responsible for setup and takedown of tables and chairs, under staff direction and or supervision.
5. Any previously granted use may be withdrawn at the discretion of the Library Director.

C. GENERAL REGULATIONS

1. The library and all library grounds are smoke free environments which includes smokeless tobacco use.
2. The room has a catering kitchen and food and beverages consistent with pre-prepared fare are permitted. The group is responsible for cleanup and bringing their own supplies, i.e. table settings, napkins, etc.
3. No alcoholic beverages are permitted in or on library property.
4. No hazardous materials are to be brought onto the library grounds. No open flames are permitted inside or outside the library without special permission by the Library Director or designee.
5. No pets may be brought to or onto the library facility. Service animals are permitted.
6. The facility must be left in the same condition it was prior to the meeting. Attendant library staff will verify this prior to departure.
7. Nothing shall be attached permanently or temporarily to the library walls, ceiling, fixtures or floors.
8. Audio-visual and other equipment needed for a program is the sole responsibility of the sponsoring group or individual.
9. The registering of participants will be the responsibility of the applicant, not the library staff.
10. The library will provide the name and contact information of the applicant to persons requesting information.
11. All users of the library's facilities agree to comply with all applicable laws and local ordinances.
12. Weapons are not allowed in the library unless carried by a peace officer, or as allowed by state or federal law.
13. The booking of the community room, or portion thereof, does not entitle the user to the use of any other rooms in the library. Restrooms are accessible from the community room during scheduled use.

D. FEE SCHEDULE POLICIES

1. For use of the community room during regular library operating hours, no community room use fees will be charged to non profit organizations whose principal offices are within the Library District or to persons residing within the District.
2. Outside regular library operating hours, use and staffing fees will be assessed to non profit organizations with principal offices within the Library District or to persons residing within the District. A deposit fee will be paid at the time of the application and will be refunded if the application is cancelled within 24 hours of scheduled use. The deposit will be credited to the use and staffing fees and any balance refunded.
3. Use of the library community room by persons or organizations outside the Paw Paw library district will be at the discretion of the Library Director or designee. Community room use and staffing fees will be charged to such persons or organizations regardless of whether the room is used during or outside library hours. All fees shall be paid at the time of application and will be refunded if the community room is not available, cancelled or the use is not permitted.
4. A deposit fee shall be paid at the time of application for all uses where food or beverage are permitted by the applicant. The deposit will be credited to the use and staffing fees and any balance refunded.