

ESTHERVILLE PUBLIC LIBRARY  
COMMUNITY ROOM POLICY

**Requirements for Community Room Use:**

- Meeting rooms may be used for civic, nonprofit, cultural, and educational purposes only. Private parties will be excluded.
- The event / meeting must be open to the public.

**Fees and Sales:**

- Fees may not be assessed to participants / attendees of Community Room events.
  - Exception: When a nonprofit group needs to charge a fee to cover the cost of an event or materials.
- Events must not be commercial in nature, including transacting business or soliciting customers or clients.
  - Exception: Programs offered free to the public by a sponsoring non-profit organization may offer attendees the option to purchase the book or other item discussed in the program. No one shall be required to make any purchase, and there must be a program (not just a sale).
- Fundraising in the library meeting rooms and lobby are prohibited except for events that benefit and are sponsored by the library.
- If you believe your event to fall under one of the exceptions listed here, please seek approval of the Library Director (or designee).

**General Regulations:**

- Food and drink are welcome. Please note that storage and preparation space are limited to that which is found in the Community Room (staff areas will not be made available, nor will other rooms). Alcohol is not permitted without proof of proper licensing.
- The Community Room must be left in the same condition in which it was found. This includes cleanliness and arrangement.
- Only those age 18 and over are eligible to reserve the space and oversee its use.
- Some AV equipment may be made available upon request and with advance notice. Please speak to the staff person on duty when making your reservation for use of the space.
- Theft of AV or other equipment will be billed to the person who reserved the room, as will the cost of any damages to equipment or property.
- Organizations may be required to provide proof of their nonprofit status.
- Capacity of the room is a maximum of 50 people.
- Use of the hallway or entry may not impede the provision of a safe pathway for library users.

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Reviewed:

Revised:

- Library policies and federal, state, and local laws must be adhered to at all times.
- Items will not be attached to the walls of the room or hallway. One directional sign may be allowed in the entry or hallway, so long as sufficient room is allowed for safe foot and wheelchair traffic.
- Library events take priority, but advance reservations will not be cancelled without prior notification of at least nine weeks.
- The library is not responsible for, nor does it endorse, the content of meetings taking place in the space which are not sponsored by the library. Users of the space are expected to avoid advertising an event in such a way that it implies sponsorship or support offered by the library which has not been expressly agreed upon by library representatives. The library community room should be listed as a location and the sponsoring organization should be listed as the host.
- The Library Board of Trustees and the City of Estherville are not responsible for accidents, injury, or loss of individual property incurred by groups or individuals while using the meeting rooms or lobby.
- The Community Room will be made available during regular open hours unless special arrangements are made. Exceptions will be granted based on circumstances surrounding the event (availability of a responsible party, coordination of timing with custodial personnel, etc.).
- Under some circumstances, keys will be allowed to those using the room before or after open hours. Those can be picked up 24 hours prior to the scheduled event and must be returned within 24 hours following the conclusion of the event. The responsible party will offer a name and phone number. Those using the space before or after open hours will be held responsible for ensuring that all doors are locked and lights are out, and that the premises is vacated.
- No storage of records, refreshments, or other items will be offered at the library, even for groups who meet within the space on a regular basis.
- Notification of a cancelled event is expected as soon as possible. While staff will not post or otherwise publicize the cancellation of your event, we do reserve the right to allow another individual or group to use the space.
- Smaller groups may be asked to move to a smaller room to accommodate a larger group.
- Individuals or groups may lose community room privileges if the space is not returned to original cleanliness and order, or if a reservation is missed without notice more than 3 times, or if ending times are not observed.
- Those utilizing the Community Room are expected to observe the regulations set out in the library's conduct policy.

The Library Director (or designee) reserves the right to disallow use of the space to any group or individual that violates these regulations or that is disorderly or objectionable in any way.

Approved: June, 2015

Reviewed:

Revised: