

POLICY 3: FRIENDS OF THE LIBRARY COMMUNITY ROOM

The policy for the Friends of the Library Community Room is as follows:

- A. Library sponsored activities are given priority in scheduling the use of the room.
- B. The Friends of the Library Community Room is available by reservation only to persons aged 18 or older. Reservations may be made via phone or in person at the Circulation Desk.
- C. If the library is closed for holidays, inclement weather, repairs, etc., the room will not be available.
- D. Capacity for the room is 50. It is against the fire code to have more than 50 attendants.
- E. Children's groups may use the room provided they are supervised by at least one (1) adult for every ten (10) children.
- F. The Friends of the Library Community Room is available on a first-come, first serve basis and is not available for consecutive scheduling.
- G. Individuals or organizations must be in good standing with the library to reserve the Friends of the Library Community Room. Anyone who owes in excess of \$10.00 on a library account must pay all fines/fees due before the room can be reserved.
- H. The Friends of the Library Community Room is available by reservation to individuals or groups from Henry County or groups who are providing services to residents of Henry County. Any group or individual using the Friends of the Library Community Room to host a for-profit event must pay a \$50.00 rental fee.
- I. Library staff will not handle telephone calls or messages for anyone using the room.

J. The name or address of the library cannot be used as the official address by any user. The Henry County Library cannot be used in any advertisement without the consent of the Director/Administrative Assistant.

K. The use of any type of tobacco, illicit drugs, marijuana and its derivatives, alcohol, or vaping is not allowed in the room or anywhere on library property at any time.

L. Reservations for the room must include the event and the name and phone number of the person responsible. Valid photo ID will be required when the key is picked up. The key will only be given to the person responsible.

M. If the room is being reserved for a public event, an age recommendation must be assigned for the stated purpose of the meeting. Failure to advertise the age recommendation as required by Secretary of State rule 15 CSR 30-200.015 will result in the group being prohibited from any future use of the room.

N. The person responsible will be charged for any damage to the room and/or its contents.

O. Users must not attach anything to the walls, floor, ceiling, light fixtures, or pictures. Including but not limited to tacks, staples, glue, stickers, tape, or any adhesives.

P. Users may not remove pictures or other permanent fixtures.

Q. The thermostat is set at the most energy efficient level and locked. If an individual/organization wishes to change the thermostat, they must ask a library staff member to do so. Changing of the library thermostat by anyone other than a library staff member is strictly prohibited and will result in forfeiture of the \$50.00 deposit and the loss of reserving the room in the future.

R. A \$50.00 cash or check deposit will be required for the room. After the walk through, the deposit will be returned if room and contents have been cleaned,

the doors locked, key is returned, and everything is found in acceptable condition. Any damages will result in forfeiture of deposit, and you will be charged the cost to repair all damages.

S. If the room is used after business hours the key must be returned in the bag provided through the book drop and the responsible party will pick up the deposit the next day the library is open for business.

T. There is a \$10.00 per day late charge for not returning the key immediately after use.

U. The \$50.00 room deposit will be refunded provided the following conditions are met:

1. The chairs must be stacked, but no more than 5 high.
2. All tables must be cleaned, folded, and put away neatly.
3. The floor must be swept.
4. The toilet must be flushed.
5. Kitchen (including appliances used) left clean. (Bathroom and kitchen cleaners are under kitchen sink.)
6. All trash receptacles need taken to the dumpster and emptied.

V. Storage facilities will not be provided to any organization.

W. The Director/ Administrative Assistant is authorized to deny permission to use the room to any group that is disorderly, objectionable in any way, or violates these regulations, including failure to return the key as scheduled.