

**TOLONO PUBLIC LIBRARY DISTRICT
COMMUNITY ROOM POLICY**

Revised 9/17

As a service to the community, the Tolono Public Library District offers a community room. This room is available at no charge to groups wishing to present programs or to hold meetings, which serve the community's needs for education, information, and cultural enrichment, with the following provisions:

1. All use of the community room is subject to the approval of the library director.
2. Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations in emergency situations.
3. The community room is available on a first-come, first-serve basis. Groups are encouraged to reserve the room in advance. Same day scheduling will be done at the discretion of the library director. Meetings may be scheduled up to 12 months prior to the meeting date.
4. Advanced notice of 24 hours must be given to the library in the event that a scheduled meeting is to be canceled, except in case of inclement weather.
5. Maximum attendance is limited by the size of the room (40 adults and 60 kids) according to fire code.
6. Meetings must not be of a nature which would interfere with the normal operations of the library.
7. Only the library or a library group may sponsor a fund-raising program.
8. Program supply or registration fees may only be charged by educational community outreach services. A collection may not be taken.
9. The name, address or telephone number of the library must not be used as the official address or headquarters of an organization.
10. Publicity for a meeting by a non-library group in a library meeting room must not be worded in a manner which would imply library sponsorship of the group's activities.
11. The use of the library community room for political rallies or partisan events shall not be permitted.
12. No admission charge or fee is ever permitted by non-library groups.
13. Smoking is not permitted in the library meeting room or on library premises.
14. No alcoholic beverages are allowed in the library meeting room or on library premises.
15. Each organization assumes the full responsibility for any damages incurred resulting from the use of the meeting room facilities. Abuse of the facilities will be sufficient cause to deny further use of the room.

16. Groups are responsible for cleaning up after their meeting and leaving the room as they found it or a charge of \$25 will be imposed.
17. Organizations that desire to use the kitchen facilities must arrange for such use prior to the scheduled meeting date.
18. The library meeting room is not designed for the cooking of meals. A kitchenette, located in the meeting room, is available. If refreshments are to be served, the library should be informed at the time the reservation is made.
19. The library is not liable for injuries to people or damage to or loss of property of organizations using the community room.
20. Granting the use of the community room does not imply approval by the library of the group, the meeting, or the ideas presented at the meeting.
21. Request for the use of audio visual and sound equipment must be made at the time the reservation is made.