

BUILDING POLICY

Purpose: To establish fees and procedures related to public use of the library building

Reviewed/Revised: February 2016

Related Documents: Meeting room registration form

SMOKING/CHEWING

Tobacco products (including e-cigarettes) cannot be used in the library.

HOLIDAYS CLOSED

The library will be closed the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Veterans Day
Presidents' Day	Thanksgiving Day
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

If New Year's Eve falls on an evening when the library is scheduled to be open, the building will close at 5:00 p.m. Holidays occurring on Sunday will be observed on the following Monday.

MEETING ROOM

Use of the room

The meeting room is open for use to any organization or individuals on a first come, first served basis.

No reservations will be taken for more than 12 months in advance; if more than two sessions are reserved in advance, they must be paid in advance to hold the room. If a cancellation is made less than two weeks prior to the date scheduled, the group/sponsor will be asked to pay the rental fee. A fee upon cancellation may be waived at staff discretion in case of inclement weather.

The meeting room may not be used for religious worship, or to promote any single set of religious beliefs to the public.

The meeting room may not be used for commercial purposes. Any items offered for sale during a meeting must pertain to the topic of the meeting, and be for sale only to the attendees of the meeting on that day.

Literature may be distributed within the room and to attendees only.

No items may be attached to the walls.

Tenants must use markers provided by the library to avoid damage to the marker board.

Equipment and furniture

A request form must be filled out on the day the room is reserved. The form will detail available equipment and furniture, and the tenant will state the amount of furniture and type of equipment necessary.

Library staff will remove requested equipment and furniture from storage on dollies. Set-up will be done by the tenant. Library staff will put furniture and equipment away.

Fees

Officially appointed city boards and committees will pay no rental fee, nor will meetings or events sponsored in part by the library.

Non-profit organizations will be charged a rental fee of \$15.00 to cover utilities and services for every four hours of use.

For-profit organizations will be charged a rental fee of \$35.00 for every four hours of use.

In the event a reservation is canceled, the fee is not refundable.

Lost keys will be charged at \$75.00 for a re-keying fee.

UNATTENDED CHILDREN

A responsible adult or caregiver must accompany any child under the age of 10 years old while he/she is using the Library, for the child's safety and comfort. A caregiver is defined as any individual 16 years of age or older who has the authority and responsibility to care for a child by the child's parent or legal guardian. Library staff does not have the authority to take responsibility for unattended children. A child must be accompanied by a parent, legal guardian, or caregiver at all times inside the building. If an unattended child calls attention to him/herself, Library staff will attempt to locate the parent/caregiver in the library and inform him/her of the policy. If the parent/caregiver is not present in the building or cannot be reached by telephone, the local Police Department may be asked to intervene. Parents, legal guardians, caregivers, and children who are in violation of this policy are subject to suspension of library privileges.