

**WILLIAMSTOWN LIBRARY
BUILDING USE POLICY
SUBJECT: COMMUNITY ROOM**

The following are rules and regulations of the Williamstown Library. These are effective August 29, 2013 as adopted by the Board of Trustees of the Williamstown Library.

Mission Statement:

The Mission of the Williamstown Library is to provide every resident of Williamstown and outlying areas an equal opportunity to access information resources that will satisfy individual, educational, working, cultural, and leisure-time needs and interests regardless of an individual's location, social or physical condition, or level of intellectual achievement. To provide support to the APW School, Head Start, Pre-School and home school students, making a positive difference in the lives of children and youth so they can achieve their highest potential.

Policy:

The Board of Trustees makes the library Community Room available for uses that will enhance the Library's role as an essential community resource. Programs in the Community Room shall not impede the delivery of regular public library services.

1. Permission to use the Community Room does not constitute library endorsement of the policies, beliefs, goals or activities of the program sponsor, nor shall any advertisement or publicity indicate endorsement or sponsorship by the library without prior approval of the Board of Trustees or its Director.
2. The library Board of Trustees or its Director reserves the right to approve or disapprove each application for the use of the Community Room. It may impose added restrictions it deems appropriate for a particular program or use. The Library Director shall be authorized to implement procedures for the use of the Community Room consistent with this Board-approved policy.
3. The Board of Trustees or its Director may deny, rescind, or cancel any application when it is deemed to be in the interest of the library to do so. Failure to observe regulations governing the use of the rooms may result in denial of use in the future.
4. Scheduled library programs take precedence in cases of scheduling conflicts. The library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization or business requesting the space.
5. The room is scheduled on a first-come, first-served basis and is available at the sole discretion of the Board of Trustees or its Director. No more than one (1) event will be scheduled per day. Exceptions must be approved by the Library Director.
6. One week notice must be provided in case of cancellation unless the organization or business is faced with an emergency situation. If the library is closed due to weather conditions, the organization or business will be notified that the Community Room is unavailable.
7. In the case of events (an event being where an organization invites the general public), the organization or business may be asked to provide a Certificate of Insurance that is acceptable to the library Board of Trustees or Director.
8. Use of the room by groups must be in compliance with local codes and regulations.

9. No meeting may have more than 60 people in attendance. All applicable fire and building codes must be complied with.
10. Applicants must announce fire exits prior to the start of the meeting/program.
11. The use of open flames or candles in the room is prohibited.
12. Library facilities may be made available to non-library organizations and businesses for the pursuit of social, cultural, educational, recreational and non-partisan political activities as long as the Board of Trustees and/or its Director are informed of the reason prior to its use and so approve. Religious organizations and businesses are eligible to schedule meetings but they may not hold worship or instructional services at the library.
13. No meetings will be allowed if there is any commercial intent or solicitation for profit or sales from the group, the individual, the organization or business. However, at the discretion of the Board of Trustees or its Director, the following will be permissible at Library sponsored programs:
 - a. Fundraising to benefit the library and/or sponsored by the library, Friends of the Library or other library related groups.
 - b. The sale of books, media, and other items by authors or artists as part of a library program.
14. The Board of Directors reserves the right to establish limitations on multiple uses of the room by any organization.
 - a. Reservations may not be made for more than three (3) successive months w/o specific authorization of the Library Director.
 - b. Reservations may not be made for more than two (2) days per month without specific authorization of the Library Director.
15. The room will be available during, and outside of, regular library hours. The regular hours being Monday 9-12 and 5-8, Tuesday 2:30-5:30, Wednesday 9-12, Thursday 9-12 and 6-8, Friday and Saturday 9-12. The hours the room is available outside of these hours are by special arrangement with the Board of Trustees or Director. Use of the room outside library hours must be obtained by special permission from the library Board or Director at least ten (10) days in advance of the meeting.
16. Reservations for the room should be made at least ten (10) days prior to the scheduled program and no more than three months in advance.
17. An authorized adult representative of the group or business must request the use of the Community Room. This representative will be required to sign a Community Room Reservation Application. By signing the form, the applicant agrees to the rules and regulations regarding the use of the room have been read and understood. Failure to abide by these regulations may disqualify the organization or business from future use of the room.
18. All organizations and businesses are required to notify the Director or her designee when the meeting is finished if the meeting ends during library hours.
19. When the room is scheduled for use by minors, an adult supervisor must be present in the room at all times.
20. Any personal or group equipment, supplies or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for loss or damage to personal property. Any items left for more than 24 hours will become the property of the library and disposed of as the library deems appropriate unless prior arrangements have been made.

21. The room must be left neat, clean and orderly. If substantial cleaning is required, a minimum charge of \$50.00 will be assessed and billed to the organization or business to cover cleaning costs or repairs. The group will be charged for any damage to the equipment or furnishing.
22. Refreshments may be served if approved by the Director. However, no hospitality services or custodial assistance will be provided in connection with food service and groups will be responsible for cleaning and removal of all refuse. The library does not supply porter service or storage space for supplies and equipment.
23. Smoking and alcoholic beverages are prohibited.
24. No object, poster or writing etc. will be placed on the walls and no tape, tacks or glue are to be used to affix items to the walls.
25. The organization or business agrees to indemnify the library and hold the same harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney's fees for defense of such claims, arising out of the organization's use of the Community Room. A representative of the organization or business must sign the indemnification form.

Approved: August 29, 2013