

# Community Room Use Policy

The Community Room at LaGrange Library is for use primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, individuals and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use the room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be open to the public.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for library purposes upon 2 weeks notice to the individual or organization which had requested that space.

As long as events do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than 3 months in advance.

A Community Room Application must be submitted to the Library administration at least 3 weeks in advance of the scheduled event. An individual responsible for the event must complete and sign the application form. The Library requests to be notified of cancellations so that the room may be made available to another group. Change of event dates or times must be cleared with the administrator of the library.

## General Rules of Use

1. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
2. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Community Room.
3. Individuals or groups using the Community Room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
4. Attendance at authorized meetings may not exceed the maximum room capacity.
5. No cooking may be done or food served without approval. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
6. There is no charge for use of the Community Room, however, the Director reserves the right to require a security deposit from any organization requesting use of the Community Room.
7. The Community Room must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
8. Events must begin during Library hours.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. Use of audio-visual equipment must be arranged at time of reservation.

11. Library personnel will not move or rearrange heavy equipment.

12. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.

13. The individual applicant accepts liability for either damage to library facilities or loss of library property and shall be responsible for paying the cost of any damage or loss incurred by the Library by the actions of any member of the organization or group. The Library is the sole determinant of whether damaged furnishings or equipment can be repaired or must be replaced. The individual, organization or group will not be permitted to reserve the Community Room again until the costs of repairs or replacement of damaged items have been paid.

14. The Library assumes no responsibility or liability for accidents or injury.

15. The Library reserves the right to close due to adverse weather conditions and will attempt to contact the applicant.

16. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.

17. Library personnel must have free access to the Community Room at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Community Room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing.

*~Approved by the Board of Trustees May 8, 2008*



**LaGrange Association Library**  
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(845) 452-3141    [www.laglib.org](http://www.laglib.org)

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## Community Room Application

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Date of Request \_\_\_\_\_

Meeting/Event Date & Time \_\_\_\_\_

**Contact Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Name of Organization \_\_\_\_\_

Purpose and length of meeting/event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read the Community Room Use Policy and agree to its terms.

Signature \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Not approved

\_\_\_\_\_ Initials/Date