

Hustisford Community Library Community Room Policy

All requests to use our community room must fill out an application form.

The community room at the Hustisford Community Library is intended primarily for the use of the library and its programs. When not being used by the library, it is available for use by the community for educational, cultural, intellectual, civic, or charitable activities.

For-profit organizations are not eligible to schedule activities in community rooms for the primary purpose of making a profit. For-profit organizations may utilize community rooms for educational and training purposes. Community rooms may not be used for commercial, personal, or family activities.

The Hustisford Library subscribes to the principles set forth in the American Library Association Library Bill of Rights: "Libraries which make exhibit spaces and community rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups request their use." Use of the library's community room does not in any way constitute library endorsement of the activities, purposes or viewpoints expressed by the groups and the individuals involved.

The capacity of the Community Room is **30 people**.

All users must observe the following rules and regulations:

The use of illegal drugs, alcoholic beverages and smoking are prohibited on Library premises.

Illegal activities may not take place in the community room or on any Library grounds.

A responsible adult must make an application for the community room not more than six months in advance. This person shall assume full responsibility for any injury or damage to library property, building, furnishings, or equipment that results from the use of the facility. That person is responsible for seeing that the room, bathrooms, kitchen facilities, parking area and grounds are returned to their original condition.

All groups are responsible for their own advanced preparation. If requesting equipment, tables, and/or chairs, it must be notated in the application for use. Failure to do so could result in unavailable equipment and not the responsibility of the library. See the application for a full list of current equipment available. Staff is not responsible for equipment troubleshooting, however applicants may arrange ahead of time for assistance. This should be notated at the time of the application to ensure staff availability.

All groups must bring their own kitchen utensils.

No open flame is allowed.

All groups must remove their garbage from the Library's premises.

No equipment or furnishings may be tampered with or removed from the building.

The community room door may not be locked during the event unless it is a governmental body that has statutory authority to enter into a closed session.

The Library reserves the right to monitor all meetings held on its premises.

If an event is cancelled, the user shall contact Library staff as soon as reasonably possible. Failure to do so may result in suspension of community room privileges.

All events must begin during library hours. If the event continues after Library hours, all doors must be locked, and the key placed in the book or video return **immediately** following the event or the users will be responsible for the replacement of locks and keys. Only the person(s) listed on the application may receive the after closing key. This **must** be arranged at the time of application if a group wishes to stay longer than library hours.

If a group would like to start before library hours, this must be arranged in advance and with the approval of the library director.

Groups not staying after hours should finish their meetings at least 15 minutes before closing so staff and attendees can leave by closing time. Failure to do so may result in suspension of community room privileges.

No group may be disruptive to those using the library. Any group that is disruptive or disorderly will be asked to leave.

Groups or individuals using the community room shall not publicize their event in any way that implies that it is sponsored, co-sponsored, or approved by the library, unless permission to do so has been given in advance by the Library Director or Library Board of Trustees. Please put "**Held at but not sponsored by the Hustisford Community Library**" on all flyers, advertisements and social media postings.

The library will not advertise the event at the library (except for one flyer on the community board) or on our website and social media.

All applications must be referred to the Library Director or Library Board of Trustees for approval.

Fees:

No deposits are required for all non-profit groups.

A non-refundable \$50.00 per day usage fee will be required for all other functions and for-profit groups.

All deposits and fees must be paid before the group can use the community room. Deposits may be waived by arrangement with the Library Director.

A minimum \$25.00 fee will be charged for any damage caused or inflicted by an organization, its members, affiliated persons, guests, or invitees. The contact person(s) will be held responsible.

Food and beverages may be served during the event, groups will be charged if excessive cleaning is needed.

Except in emergencies, the library staff will not accept calls or relay messages to people attending any gathering in the community room.

If any of the rules, regulations or conditions are not adhered to, the group will forfeit all deposits and may be denied future use.

Restrictions:

No selling, solicitation or taking of orders may occur within the community rooms. Charges are permitted in the form of a tuition fee for workshops and seminars. Recurring reservations will be accepted but for no more than one calendar year at a time. No person or group may make excessive use of the community room. At the end of the year, such reservations must be reviewed.

Prohibited uses include, but are not limited to:

Commercial events, including educational classes or seminars, which charge a fee
Commercial events where products, services, or memberships are advertised, solicited, or sold. (Library sponsored or co-sponsored performers/speakers may sell merchandise related to their performance/topic.)

Gambling in any form

Purely social events (parties, receptions, showers, etc)

Groups holding religious service or giving religious instruction

Fundraising purposes (except for fundraisers that benefit the Friends of the Library)

Any event that is disruptive of normal Library operations or services

The Library Director and Library Board of Trustees have the right to cancel or re-schedule dates that conflict with library sponsored programs and/or special events. All events of the Library and Friends of the Library may be exempted from any or all the rules, regulations, or conditions upon approval of the Library Director or Library Board of Trustees.

In the event of an emergency, such as inclement weather or loss of electricity, the Library reserves the right to close the library and cancel all use of the community room.

Children's groups may use the community room provided one or more adult sponsors supervise them. An adult is defined as someone over the age of 18 years.

No storage space will be provided. All items brought in must be removed or properly disposed of by the end of the event. The library shall not be responsible for any material used or left in the community room. The Library shall not be responsible for any personal property loss or damage.

The community room will not be available on Sundays.

Failure to abide by the Library's Community Room policy may result in the cancellation of, or refusal of future reservations.

Adopted April 16, 2002
Amended Feb 9, 2010
Amended March 11, 2015
Amended June 18, 2024