



## Activity Room Use Policy

The policies governing the use of the Library Activity Room of the Brimfield Public Library District are based on Article 5 of the Library Bill of Rights: "As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the service area regardless of the beliefs and affiliations of their members."

The Brimfield Public Library District Board of Trustees, in allowing a group or individual the use of the Library Activity Room, does not therefore endorse or advocate any position taken by that group.

The Brimfield Public Library District Board of Trustees offers use of the Library Activity Room for cultural, educational, civic, or social purposes.

Use of the Library Activity Room is subject to the following conditions:

### Priority for use

1. Library-related meetings or programs of Brimfield Public Library District;
2. Not-for-profit educational, cultural, civic, or social meetings/gatherings;
3. For-profit meetings

### Availability

The Library Activity Room may be reserved by residents of Brimfield Public Library District. The room **may be available** for use each day of the week between the hours of 8:00 a.m. and 8:00 p.m. The library staff determines the availability of the room as library-related meetings or programs always take precedence.

### Fees

A \$50.00 donation is required at the time of each reservation. Not-for-profit, educational, cultural, and/or civic groups are exempt from the \$50.00 donation if they so choose. 24 hours cancellation notice is required for refund of donation.

### Reservation Procedures

- The Library Activity Room is available on a first-come, first-serve basis.



- To reserve the room, an individual or group representative must reside in the library district and must schedule the event in person at the library.
- In order to be as equitable as possible for the community, an individual or group may only have two reservations on the calendar at any given time.
- The individual or group representative must read the Library Activity Room Use policy and complete a Reservation Form, be at least 18 years of age, and be in good standing with the library.
- The person who signs the Reservation Form now becomes the responsible person, and is liable for all policy violations.

### Equipment

Use of audiovisual equipment must be arranged at the time of room reservation.

### Use

- Anyone using the Library Activity Room will not leave children unattended (without direct adult supervision) at any time during use.
- Decorations or other materials are not permitted on the walls.
- Food and beverages **are** allowed in the Library Activity Room. The kitchen is for warming and serving already prepared foods. No smoking or alcoholic beverages are allowed anywhere on library property.
- The individual or group using the Library Activity Room is responsible for clean-up after their event. Tables and floor areas will be clean of food and debris. The responsible person will provide garbage bags for clean-up and all garbage will be taken out to the dumpster. All tables and chairs will be returned to their original place. The library is not responsible for any clean-up after room use by any individual or group.
- The responsible person will be held liable for reimbursing the library for any damage to the room, furnishings, fixtures, equipment, and/or cleaning services needed. Library staff will inspect the room after each use. The Library Director makes the final decision as to the condition of the room after use.
- It is the responsibility of the individual or group representative to pick up the key for using the room after library hours. The library is not responsible if the key is not picked up during regular library hours.
- Anyone using the Library Activity Room is expected to leave the key on the kitchen counter before leaving the building.



Any individual or group that violates any of the conditions of this policy will forfeit future use privileges of the Library Activity Room.

Approved by the Board of Trustees at the regular meeting on April 6, 2015