

Community Room Policy

Huntington Memorial Library

The Community Room may be reserved for use by educational, civic, cultural, and governmental groups, when no admission charge is made. The Community Room gives preference to groups sponsored by the library. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the Community Room provided the meetings are open freely to the general public.

Reservations

Reservations are accepted on a first-come, first-served basis. Written applications are submitted to the library who will then schedule the Community Room if it is available and notify the applicants. The Community Room may also be used by patrons at any time if it has not been previously reserved. Final decision for approval of the Community Room rests with the Library Director. The Director may, when deemed necessary, consult with the Board of Trustees for a decision to use the Community Room.

Room restrictions

If a group using the room is disorderly or violates the rules for using the Community Room, they will be denied further use of the room.

Rules for the use of the Community Room

The Community Room is available during open library hours but must be vacated 15 minutes before closing time. The library normally will not provide personnel to assist in the handling of exhibits and other materials needed by groups using the Community Room. Neither the name nor the address of the library may be used as the official name, address, or headquarters of an organization. The library is not responsible for equipment, supplies, materials, or other items owned by a community group and used by them in the library. The organization may use its own AV equipment. If library equipment is to be used, the member using the items must demonstrate proficiency. Light refreshments may be served but each group is responsible for cleaning up the room after use. Any group not leaving the room in a neat and orderly condition will be notified that a second offense will result in its being denied further use of the room.

The library carries liability insurance for its own protection and will not be liable to groups or individuals using the Community Room.

HUNTINGTON MEMORIAL LIBRARY

APPLICATION FOR USE OF THE MEETING ROOM

Organization or Group Name _____

Name of person completing the form _____

Phone number _____

Address _____

Name of program if open to the public _____

Date of Meeting _____

Time (beginning and ending times) _____

Number attending _____

Room set-up requirements:

Signed _____ Date _____

For library use only

Approved _____

Not approved _____

Date contacted _____