

Herr Memorial Library
Community Room Policy

Library meeting rooms are available for meetings and activities of a cultural, educational, and civic nature. The rooms are not available for meetings for commercial purposes. The room is not available for individual use that is not of a cultural, educational, or civic nature. Library activities have priority at all times.

Use of the library Community Room in no way constitutes an endorsement by the library of the group or of its activities.

Meetings may be held only during the library's normal operating hours, subject to the library's own schedule of activity.

Meetings must conclude five minutes prior to closing so that all attendees are out of the building by closing time. An exception is made for programs directly related to the library (Board of Trustees meetings, committee meetings, etc.). Library staff must be in the building for such exceptions.

The following spaces are available for use by the public:

Community Room	29 person capacity
Study Room A/Teens Only	6 person capacity
Study Room B/Teens Only	6 person capacity

The room must be reserved, and reservations are taken on a first come, first served basis. Reservations may not be made more than three months in advance. Groups may schedule for a single use or up to six meetings. All reservations must be made on the application form available at the front service desk. The Community Room policy agreement form must be signed prior to using the facility.

If the library must cancel a reservation due to a scheduled library event, the group will be given no less than four weeks notice of the cancellation.

The following equipment is available for use:

Laptop Computer	Podium
Whiteboard/Flip Chart Easel	Tables and Stacking Chairs
Kitchenette Space	

Groups are expected to set up and clean up the room following their meetings. Any loss or damage to the library facility or equipment is the responsibility of the group using it.

No fees may be charged by outside groups for admittance to meetings or activities held at the library. No commercial sales, solicitations and other money raising activities by outside groups may take place at a meeting. Only the library may sponsor or co-sponsor events that involve a fee, sales or money raising activities such as author book sales, used book sale, etc.

Any announcements or advertising created by outside groups for their use of the Community Room must include a disclaimer that the library does not endorse outside groups or their activities. Stated on all announcements or advertisements should be the following: "Herr Memorial Library is not sponsoring or endorsing this program or any goods or services offered."

Any group wishing to show a film or documentary must supply the library with a copy of a certificate that confirms that permission has been granted for public performance in full compliance with the U.S. Copyright Act (Title 17 of the U.S. code).

When the reservation is being made by groups with members less than 17 years of age, the application must be made by an adult. An adult must be present at all times while the room is in use.

No animals, with the exception of service dogs, are permitted in the Community Room without the approval of the library director.

No alcohol, tobacco or drug use is permitted in the library. No open flames of any kind are permitted in the library.

The library's audiovisual equipment may be used by groups, provided the operator of the equipment is trained by library staff. The responsible party must schedule the training session at least a week in advance of the meeting.

If you request the Kitchenette Space, groups are expected to bring their own food and beverages supplies, and clean up after their meeting.

Groups congregating prior to a meeting are expected to keep the noise level to a minimum and must respect the use of the library by its patrons.

Facilities may not be used in any way that interferes with the orderly operation of the library or poses a threat to the safety of library personnel, property or patrons. Use of meeting rooms for activities that are inconsistent with the library's mission may be terminated and future requests for use may be denied.

Both the library and the Board of Trustees are not responsible for accident, injury or loss of personal property for those using the Community Room.

Groups using the library Community Room are encouraged to consider making a donation to the library to help offset the operating costs for the room. Donations may be made at the time of booking or at a later date. Checks can be made out to Herr Memorial Library. Your donation is tax deductible; please ask for a receipt if you are interested.

Thank you for your interest in using the library Community Room and respecting the policies of its use.