

## **Woodford County Library: Community Room Use Policies**

**Primary Purpose.** The primary purpose of the Woodford County Library Community Room is to provide a space for library-sponsored activities and programs that expand access to information and help the library fulfill its mission. The secondary purpose is to bring together library resources and Woodford County community activities.

**Appropriate Community Room Use.** When the Community Room is not scheduled for a library activity or program, it is available on an equitable basis to Woodford County non-profit organizations for civic, cultural, informational, or educational programs or meetings. Children's groups may use the room if they are supervised by adults. Programs and meetings must be open to the general public and free of charge. There may be no solicitation, promotions, or sale of items, unless sponsored by the library. Attendance may not exceed the capacity of the room.

Groups using the Community Room may not distribute literature, brochures, or other materials to library patrons. Smoking and alcoholic beverages are prohibited, as are open flames, such as candles, incense, or the like.

Use of the room by these organizations is on an occasional basis for general meetings. *[The room may be used up to twelve times per calendar year by an organization.]* It is not the intent of the library to provide a permanent meeting space to support the primary activities of a group or organization.

**Inappropriate Community Room Use.** The Community Room may not be used for commercial or for-profit activities, private social functions, religious or partisan activities, programs not consistent with the library's mission, or meetings of any group or organization that is not open to the public.

Meetings may not interfere with normal library operations because of noise or other factors.

**Available Times.** The Community Room is available only when the library is open. Room use, including cleanup, must end 15 minutes before the library's closing time.

**Equipment.** Arrangements to use the library's audiovisual equipment in the Community Room must be made separately. The library does not provide staff to operate audiovisual equipment.

**Storage Space.** The library does not provide storage space for equipment, supplies, or personal property; therefore all personal items left in the room following the meeting will be discarded.

**Room Setup/Take Down.** Community Room furniture may be rearranged by the group, but the room must be returned to its original condition.

Decorations, posters, or the like may not be attached on the walls, windows, or furnishings.

**Food and Drink.** Refreshments may be served. **A \$25.00 refundable deposit is required if food items and/or drinks are served.** No advance deliveries (catering) will be accepted by library staff.

The library is not responsible for supplying dishes, silverware, table covers, kitchen utensils, or dish soap and towels.

The kitchen must be returned to its original condition and all trash must be placed in the proper receptacles.

**Janitorial Fee.** A fee of \$15 per hour (minimum \$15) is assessed for cleaning if the room is not returned to its original condition.

**Liability.** The library assumes no liability for injury to people, damage to their property, or loss of property belonging to individuals or groups using the Community Room.

**Application.** The applicant who represents the group must be at least 18 years of age. The library will not schedule a meeting until the application has been approved by the Library Director. The applicant is responsible for the orderly conduct of the group; in the event of damage to library property that individual is liable. The library reserves the right to deny use of the Community Room to any group or organization that does not comply with Library Community Room Use policies.

**Schedule/Calendar.** An approved Application to Use the Library Community Room is required prior to reserving the room. (See Attached.) All requests to use the Community Room are to be made with the Library Director in person, by phone, fax, or e-mail.

Reservations are accepted on a first come, first served basis. They should be made at least one week prior to the meeting date. To allow the library flexibility in meeting its own programming needs, reservations may not be made more than 2 months prior to the meeting date.

The library reserves the right to cancel prior room reservations without notice if the library is unexpectedly closed due to weather or an unforeseen emergency. No group or organization may use the Community Room more than once a month, unless approved by the Library Director.

The library maintains a calendar listing of confirmed meeting dates. It is available to the public.

**Publicity.** The name, address, or phone number of the library may not be used as the official address/headquarters of an organization.

**Fund-raising.** Fund-raising events are permitted only when sponsored by the library.

***The library does not advocate or endorse the viewpoints of any group or individual. Community Room use shall not be publicized in such a way as to imply library sponsorship.***

The Library Board of Trustees reserves the right to amend this policy at any time. This policy is not all-inclusive; approval of individual meeting situations not described here is determined by the Library Director. For good cause, the Library Director may waive a Community Room regulation or may deny or cancel any reservation.

# Woodford County Library Application to Use the Library Community Room, Children's Programming Room or Gallery

*This form must be completed by the organization and approved by the Library Director before a meeting can be scheduled.*

Organization's Name \_\_\_\_\_

Organization's Address \_\_\_\_\_

Representative \_\_\_\_\_

Phone Number \_\_\_\_\_

## What is your Organization's Primary Purpose/Mission?

- |  |     |    |
|--|-----|----|
| 1. Is this a non-profit organization?  | Yes | No |
| 2. Will the purpose of meetings/programs held in the room be civic, cultural, informational, or educational? | Yes | No |
| 3. Will the purpose of meetings/programs held in the room be commercial, for-profit, religious, or partisan? | Yes | No |
| 4. Will the purpose of meetings/programs held in the room be private social events?                          | Yes | No |
| 5. Will meetings/programs held in the room be free and open to the public?                                   | Yes | No |
| 6. Will food items and/or drinks be served?<br><b>(If yes, please attach \$25.00 deposit)</b>                | Yes | No |

Representative's Signature \_\_\_\_\_

Date & time of meeting(s) \_\_\_\_\_

Room requested:    Community Meeting Room    Children's    Gallery  
**(circle one)**

ACTION :

Return to: Karen Kasacavage, Library Director  
Woodford County Library  
115 N. Main Street-Versailles, KY 40383  
859-873-5191 (ph)/859-873-1542 (fax)