

MEETING ROOM POLICY
RACHEL KOHL COMMUNITY LIBRARY

The Community Room at the Rachel Kohl Community Library is available for use by community members and groups, subject to the procedures and restrictions described in this policy. The Community Room is to be used for cultural, education, charitable or civic purposes. The room is also available for government agencies. The library reserves the right to:

- Review and reject an application for use of the meeting room
- Review the frequency of use by any group
- Revoke or reschedule any previously approved application for use of the meeting room.

The library has 65 folding chairs in the meeting room. The room has a total capacity of 125.

Availability

1. Reservations for the Community Room will be scheduled in order of the date of the request. Library sponsored programs will always have priority.
2. All reservations must be made in writing and in advance of the meeting date. A reservation is not final until the completed application has been received and approved by the Library Director.
3. Although groups can reserve several meeting dates on one reservation form, it is not the intent of the library to provide permanent or continuous meeting space for any group.
4. Meetings should be scheduled during regular library hours.

Other Requirements

1. All groups are required to clean-up after use and return the room to the original setup—failure to do so will result in additional charges and loss of use of the room for any future events.
2. Any printed materials should not use the name of the library except as part of the address and make it clear the library is not the sponsor of the meeting. All printed materials must also be reviewed and approved by the Director.
3. Any teen or pre-teen group must have an appropriate number of adult supervisors.
4. The library is unable to provide childcare services. People attending meetings at the library must make arrangements for their children. The library cannot assume responsibility for caring or supervising children left unattended outside the community room.

Refreshments

1. Refreshments may be served in the meeting room. A small kitchen adjacent to the room is available for use. There is no equipment available for cooking food on the library premises.
2. Alcoholic beverages may not be dispensed or consumed on the library grounds without furnishing proof of liability insurance and appropriate permits. The library reserves the right to deny use of these types of beverages regardless of insurance, etc.

CREATED: January 8, 2010

Revised: March 23, 2010

Fee Schedule

1. Civic or non-profit organizations may use the Community Room for up to 4 hours for a fee of \$40.00. All day use of the room for these organizations is \$100.00. Proof of non-profit status should be submitted with room request.
2. For-Profit organizations may use the Community Room for \$75.00 for up to 4 hours. All day use of the room for these organizations is \$175.00.
3. The library has a television with DVD player available for use by groups. The charge is \$10.00 per use. Use of library equipment must be requested prior to the meeting and preferably at the time the room reservation is made.
4. Any other equipment needs and specifications should be discussed ahead of the scheduled meeting with the Library Director.

APPLICATION FOR USE OF THE RACHEL KOHL COMMUNITY ROOM

Organization Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Telephone: _____ Email: _____

If a non-profit, please supply EIN number: _____

Date(s) Requested: _____

The Meeting Room Policy is attached to this application. I have read the policy and accept responsibility for its provisions. I release the library from any liability for bodily injury or property damage arising out of the use of the meeting room or the library facilities.

DATE OF REQUEST

SIGNATURE OF RESPONSIBLE PARTY

DATE OF APPROVAL

APPROVED

Please fax the completed application to 610-558-0693 attn: Connie Scholz