

CARPENTER-CARSE LIBRARY COMMUNITY ROOM USE POLICY

Our Community Room is a Library asset that supports our mission to be a welcoming community gathering place. Staff and Administration encourage the respectful use of the space by outside groups. The following guidelines are in place to facilitate scheduling of room use and promote a safe, positive experience for Community Room users and Library personnel.

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Who May Use The Room: Use of the Community Room is free and available to members of the public and nonprofit organizations for programs and meetings. Requests will be processed on a first-come, first-served basis.

How to Request Use of the Room: Requests for use of the room should be made *two weeks prior to the requested date*. A Community Room Request Form must be completed by the applicant **before** a function can be scheduled. A submitted request form does not guarantee a group's approval for use of the room. Library functions are given priority when we schedule room use. The Library reserves the right to limit the number of events held in the room on any single day.

Fees: A refundable security deposit in the amount of \$25.00 is required. Failure to leave the room in a satisfactory condition as indicated on the Community Room Use Request form will result in partial or full retention of the deposit. **Submission of the request form constitutes agreement to assume financial responsibility for any damages to the premises or its contents occurring during a group's utilization of the room.**

Requirements of Users:

- Groups requiring after-hours room use must designate Carpenter-Carse Library cardholder to obtain and assume responsibility for the room key.
- A responsible adult age 25+ must be in attendance and assume liability if the group is comprised of minors.
- Permission to use A/V or other Library equipment requires prior approval of the Library's technical director. Last minute requests are unlikely to be approved.
- Individuals or groups using the room may not charge a fee to attendees nor sell items during their event.
- **Smoking, alcohol use and presence of flammable agents are prohibited** in the Community Room.
- Groups are required to return the room to its original state including moving furniture, vacuuming and removing trash after their use of the room. **GROUPS USING THE ROOM ON MONDAYS: Room use by toddlers occurs on Tuesday mornings. Please be vigilant about removing any hazardous items which are used during your event.**
- Room users should bring their own supplies, other than cleaning supplies and equipment provided by the Library. Paper products, food and beverage items purchased by the library for library programs are **NOT** to be used by outside groups.
- Refer to the form included with the Community Room key and the placard located in the room for room use requirements and post-use cleaning instructions.

Disclaimer: The fact that an organization is granted permission to meet in or otherwise utilize the Community Room in no way constitutes endorsement by the Library or the Town of Hinesburg of the policies or beliefs of that organization.

Thank you for following these guidelines; in doing so you are helping to ensure the continued availability of the Community Room for public use.

