

USE OF FACILITIES

I. Amenities

- A. The community room measures approximately 25' x 32'. There are four 8' folding tables, two 6' wooden tables and thirty-five metal folding chairs available. There are four electrical outlets and internet connectivity.
- B. A kitchenette area has a mini fridge and microwave for public use, but must be left clean.
- C. A unisex restroom and handicapped lift is located adjacent to the community room and kitchenette area.

II. Availability

- A. Clubs, groups, organizations and individuals may apply in writing to the Library Board for use of the library facilities. Approval is subject to:
 - 1. Availability
 - 2. Nature of business
 - 3. Service to community
 - 4. Agreement to maintain orderly conduct
 - 5. Agreement to any terms or conditions of use as determined by the Board
 - 6. Payment of any community room rent charges, as determined by the Board
- B. The library may be used as a polling place.
- C. The library facilities may not be used for partisan political or religious meetings.
- D. The library facilities may not be used for commercial or profit making activities.

III. Regulations

- A. No general admission fee may be charged for any program or meeting held in the community room. Groups may collect dues from its members.
- B. Smoking, tobacco products, alcohol and open flames on any kind (such as candles) are prohibited.
- C. A responsible adult must be in attendance whenever minors are present.
- D. Users are responsible for setting up chairs and tables and returning the room to its original condition.
- E. Any group that does not restore the room to its original clean condition may have their use privileges revoked.
- F. Use of craft materials by groups is restricted to the vinyl flooring area.
- G. Food must be served in the vinyl tile area, but may be taken into the carpeted area.
- H. Any equipment or food brought in should be promptly removed after the meeting. Each group needs to provide its own supplies such as coffee, sugar, napkins, cups, plates etc...
- I. No red, orange or purple dye drinks are permitted, due to the inability to remove from the carpet.
- J. There are no provisions for storing group materials.

IV. Liability

- A. Groups using the facility are responsible for loss or damage to any library property, furnishings or equipment occurring as a result of their group's use.
- B. The library is not responsible for injuries which occur on the premises during scheduled activities.
- C. The library is not responsible for security or damage to personal belongings during scheduled activities.
- D. The library is not responsible for items left in the library.

V. Fees

- A. The community room is free to Pike Township non-profit groups and residents of the township wishing to use the room for private parties. A fee of \$50.00 will be charged for non-residents wishing to use the room.
- B. If the room is needed before or after regular library hours a fee, as determined by the Board, will be charged. This arrangement is dependent upon the availability of a library staff member.
- C. Individuals wishing to use the room involving the sale of goods or services will be charged \$50.00.
- D. Businesses wishing to use the room will be charged between \$50 and \$100, as determined by the Board dependent upon the function.
- E. A \$50 damage deposit shall accompany each application. The deposit is refundable after deductions for damages, if any. A vacuum and mop is available for use. Any additional clean-up, stain removal or damage in excess of the deposit will be billed to the group or individual and the full amount must be paid before another reservation will be approved. If the group fails to pay the billed damages, the library reserves the right to pursue all legal remedies including costs and reasonable attorney fees.

MEETING ROOM APPLICATION

Organization's Name _____

Purpose and Function _____

Your Name _____

Position _____

Address _____

Home Phone _____ Business Phone _____

Purpose of Meeting _____

Dates _____ Time of Meeting _____ to _____

Approximate number attending _____

I assume responsibility for final clean-up of the room. This includes: picking up, placing tables and chairs in original position, turning off lights, informing the library of any damages to the meeting room, etc...

If my group designates someone else as their contact person, I will inform the library of the change.

I assume responsibility for informing the library of any changes in scheduled meeting times. This includes calling ahead to cancel room reservation.

I have read and understood the attached meeting room policies and agree to the conditions.

Signature _____ Date _____