

# Ontario Public Library

## Policy 4080

### Community Room Use

The Community Room of the Ontario Public Library has a capacity of 36 persons. The entrance is through the Library Main Entrance; there is an emergency exit door. The room does not have running water; the rest rooms are located in the Town Hall outside the Library Main Room.

The primary purpose of the Community Room is the enhancement of library-sponsored activities. The secondary purpose is to provide a meeting place where non-profit organizations and groups may gather on an infrequent or one-time basis to conduct educational, cultural, civic, or charitable activities that benefit the community. Acceptance of an organization or group in one year does not obligate the library in the future. Frequency of meetings by non-library organizations may be limited at the discretion of the Director.

- First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request. Third priority is given to any other non-profit organizations in order of request.
- Groups or organizations may not request use of the Community Room on a monthly or regular basis. Because of limited hours of operation on Saturdays, use of the Community Room by any group or organization will not be allowed.
- Groups/organizations from outside the Ontario community may request the room as indicated under **Application Procedure**.
- Ontario groups/organizations wishing to conduct fund raising activities must request special permission from the Board of Trustees. It is understood that all funds raised will be used to benefit the Ontario community.
- The library reserves the right to cancel an organization's reservation when necessary. Notification will be sent to the organization **at least** two weeks in advance.
- The Community Room will be unavailable when the library is closed. Closings due to inclement weather or other emergencies are broadcast on radio station WHAM. Notification of other cancellations will be given to the responsible member of the organization as far in advance as possible.

### Publicity for Room Use

All publicity for a meeting room event must meet the following guidelines:

1. The sponsoring organization must be clearly identified.
2. The fact that there is no admission charge must be included.

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3. The fact that the library building and Community Room are accessible to persons with physical disabilities must be included.

A copy of any publicity must be filed with the Community Room Coordinator *prior* to the meeting.

### **Application Procedure:**

- A. All applications forms must be completed by an adult member (18 years or older) of the requesting organization. Applicants who are 16 -17 years of age may be allowed to schedule the room at the discretion of the Library Director. The Youth Services Librarian may be consulted.
- B. Organizations/groups must submit one application per meeting to the Meeting Room Coordinator at least two weeks, but not more than three months, in advance of the date being requested. Applications for dates three months in advance will not be processed until library program dates have been set.
- C. First priority is given to library programs, including those of the Friends of the Ontario Public Library. Second priority is given to non-profit Ontario organizations in order of request. Third priority is given to any other non-profit organizations in order of request.
- D. Groups or organizations may not request use of the Community Meeting Room on a monthly or regular basis.
- E. Requests for a meeting room can be submitted in person, by fax, or by mail. (Applicants can call the library to request a paper application be mailed or faxed to them.)
- F. If the application is approved, the requested date will be entered on the online reservation system and regarded as confirmed. A notice of confirmation will be mailed or emailed to the responsible member of the organization.
- G. The Community Room Coordinator must be notified promptly of any cancellations.  
**Failure to do so will affect future reservation status.**

### **Use of Meeting Room:**

- a. All groups must check in and out with the Circulation Desk staff.
- b. Use of the room must not interfere with the convenience of Ontario Public Library patrons.

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- c. Organizations/groups, which are sponsoring activities/programs open to the general public, are responsible for complying with accessibility requirements as mandated by the Americans with Disabilities Act of 1990. The library requires Library Director approval for outside programming prior to scheduling the room (Policy 4000.1 Library Materials, Services, and Programs).
- d. No entrance fee may be charged nor may contributions be solicited.
- e. Smoking and/or use of alcoholic beverages in the Community Room or anywhere else in the building are prohibited.
- f. No meals may be prepared or served. Light refreshments such as coffee and cookies are permissible. Organizations must provide all equipment and utensils needed.
- g. The member of the organization signing the Room Use Application will be directly responsible for any damage caused by the group.
- h. The community room may be used only during regular hours of library operations. Meetings/programs must finish 15 minutes before the library closes.
  - For the safety of all, the room shall be scheduled only when three or more staff members are present and working in the library.
- i. The organization using the room is responsible for setting up and taking down equipment and leaving the room in order. Equipment available for use is listed on the room use application.