

## **PROGRAM ROOM POLICY**

The Paw Paw District Library provides a program room in order to promote its mission of service to the community. The Library Board recognizes that the library facility belongs to the community and therefore permits the use of its program room by local individuals, groups and organizations. The policy for the use of the facility is established by the Library Board and is subject to change at any time. This policy may be applicable to any meeting space or program space at the Paw Paw District Library.

### **1. AVAILABILITY**

- A. Library programs and library-related programs have priority in the use of the facility. The library cannot guarantee that an individual or group can reserve or use the program room or any meeting space on a regular, consistent basis.
- B. The fact that a group or individual is allowed to meet in the program room does not in any way constitute endorsement of the groups' or individual's policies or beliefs by the Paw Paw District Library.
- C. Fees may apply to use the program room (see Section 4 Fee Schedule Policies)
- D. All groups using the program room must be under adequate adult supervision, with an adult in attendance at all times. The supervising adult must accept responsibility for the repair or replacement of damaged facilities or equipment.
- E. The library shall not be held liable for any injury sustained or damage done related to the use/misuse of equipment and or facilities. The applicant or its written designee is responsible for communicating all program room policies to users of the facility.
- F. Meetings that may disturb regular library functions are not permitted. What constitutes a disturbance to the library shall be at the discretion of the Library-

### **2. SCHEDULING**

- A. The program room may be scheduled during normal library hours or at the discretion of the Library Director or designee.
- B. Procedures to apply for use of the program room:
  - 1. The applicant will submit a completed Program Room Application Form (available at the checkout desk, and on the library website). Application forms will be reviewed by the library and approved on a case-by-case basis.
  - 2. The applicant may submit a Program Room Application Form up to 3 months prior to the requested use date.
  - 3. An applicant must be 18 years of age or older.
  - 4. The library may consider a pattern of cancellation or prior violations by the applicant in scheduling room use.

- 5. The library reserves the right to reschedule an event for library related programs. The library will make every effort to keep conflicts to a minimum, but in the event of a conflict, the library will notify the applicant as soon as possible.
- C. Hours of scheduling shall include the total time involved in the meeting, including the time the applicant requires the room for assembling or other programs, to the time the room is vacated.
- D. The applicant will be responsible for setup and takedown of tables and chairs, under staff direction and or supervision.
- E. Any previously granted use may be withdrawn at the discretion of the Library.

3. **GENERAL REGULATIONS**

- A. The library and all library grounds are smoke free environments which includes smokeless tobacco use.
- B. The room has a catering kitchen and food and beverages consistent with pre-prepared fare are permitted. The group is responsible for cleanup and bringing their own supplies, i.e. table settings, napkins, etc.
- C. No alcoholic beverages are permitted in or on library property.
- D. No hazardous materials are to be brought onto the library grounds. No open flames are permitted inside or outside the library without special permission by the Library
- E. No animals are permitted, with the exception of service animals or animals brought in for library organized programing.
- F. The facility must be left in the same condition it was prior to the meeting. Attendant library staff will verify this prior to departure.
- G. Nothing shall be attached permanently or temporarily to any surface including walls, ceiling, fixtures, tables, chairs, windows, or floors.
- H. Audio-visual and other equipment needed for a program is the sole responsibility of the sponsoring group or individual.
- I. The registering of participants will be the responsibility of the applicant, not the library staff.
- J. All users of the library's facilities agree to comply with all applicable laws and local ordinances.

- K. Weapons are not allowed in the library unless carried by a peace officer, or as allowed by state or federal law.
- L. The booking of the program room, or portion thereof, does not entitle the user to the use of any other rooms in the library. Restrooms are accessible from the program room during scheduled use.

**4. FEE SCHEDULE POLICIES**

- A. No usage fees will be assessed for use of the program room for free educational, cultural or civic events or business meetings that serve that PPDL community. Such events that charge a participation fee are at the discretion of the library as some fees may be assessed.
- B. Damage deposits will be assessed for all events where food or beverages are permitted.
- C. Social and for profit “use” of the program room (by any non-profit or for profit organization) is allowed at an hourly rate established by the fee schedule.
- D. All fees will be paid at the time of the application and will be refunded if the application is cancelled within 24 hours of scheduled use. Eligible damage deposit refunds will be returned within 14 days.

Adopted at August 20, 2018, revised July 19, 2021