

POLICY FOR USE OF THE LAUREL PUBLIC LIBRARY COMMUNITY ROOM

GENERAL

Library-sponsored activities have first priority in use of facilities. All use will be by written contract. Application for use of library shall first be made to the Library Director. An application must be approved by the Library Director and fees must be paid before using the community room. Use by City of Laurel and Yellowstone County residents takes precedence over non residents.

City, County, State or Federal Government meetings may or may not be open to the public. Individuals may use the room to study or for taking tests on a case by case basis. The room is not available for purely social functions such as parties and celebrations such as birthdays, anniversaries, weddings, etc.

Use of the community room should not interfere with the proper functioning of the library. Staff should not be taken away from their regular duties to assist in the community room.

Users are responsible for set up and clean up and are to follow the Library Use Rules. A cleaning fee in addition to a security deposit may be required for larger groups. Some craft demonstrations may be allowed with approval of the library staff.

The Library Director reserves the right to deny groups the use of facilities due to poor usage in past.

The community room is intended for organizations to use occasionally and for special circumstances as approved by the library director so that a variety of groups have access to the community room.

The individuals or organizations seeking use of the library facility are divided into three categories:

Category 1:

Non-profit and non-commercial groups engaged in educational, cultural, or charitable activities not charging a fee to attendees.

Category 2:

Groups or organizations buying, selling, or trading products or services in direct support of the Library and/or sponsored by the Library.

Category 1 and 2 are exempt from paying an hourly fee for room use.

Category 3:

This category shall include all for-profit organizations or individuals not in direct support of the library who charge a fee to attendees. Charge for the use of the library facilities during regular library hours for Category 3 users is as follows: \$3.00 per hour.

PROHIBITED USES

Smoking, gambling, use or possession of alcoholic beverages or illegal drugs is prohibited.

Activities should be contained in the community room only. Sponsoring organizations or individuals using the facilities shall provide sufficient, competent help and/or special supervision.

EQUIPMENT

No materials other than standard office equipment may be stored in the room other than during setup or during the use of the room. The Library will not be liable for any property stored in the community room. Library staff should move all library property if it needs to be moved.

AVAILABILITY OF THE COMMUNITY ROOM

The community room is generally available during library hours and seats approximately 40 people. All activities in the community room must conclude in time for everyone to be out of the Library by closing time unless an application has been approved to use the room after hours. A security/cleaning deposit of \$30 paid in advance is required for use of the community room during library hours. The deposit will be returned if no damage or cleaning is required. The Library reserves the right to change or cancel meeting room reservations with advance notice when necessary.

BEFORE AND AFTER REGULAR LIBRARY HOURS USE

The community room may be used after hours on evenings the library is open but must conclude so that no one is on library property after 10 p.m. Use of the library before or after regular library hours depends on availability of staff to oversee and secure the library. The community room may be used before the library is open on days the library is regularly open. The room must be left set up the way it was before it was used. A fee of \$30 will be charged for before and after hours use in addition to a security/cleaning deposit of \$30. All fees must be paid in advance.

Fees may be waived when used by entities of the City of Laurel or as the director determines appropriate.

PUBLICITY

Any publicity prepared by an organization about its use of the library must carry the name of the organization and *may not* identify the Library as a sponsor and must state that the views of the organization are not necessarily those of the Library. The Library name and address as the meeting place may be used and must be given as "Laurel Public Library 720 W. 3rd St. Laurel, MT". The Library telephone number may not be used as a contact for the meeting. Library staff will not be responsible to handle registration or to answer questions concerning the organizations use of the Library community room.