

# Franklin County Library District

## COMMUNITY ROOM POLICY

### I. POLICY

The Larsen-Sant Library Community Room is available to Franklin County community members when the room is not being used for Library related activities.

### II. REGULATION:

1. Use of the Community Room must be done in a responsible manner, with the Library Code of Conduct adhered to at all times. The Library reserves the right to withdraw permission for Community Room use when conditions so warrant, and to stop meetings that interfere with the normal operations of the Library.
2. The Library reserves the right to limit the number of Community Room reservations per month for an individual/organization based on demand for meeting space.
3. Meetings planned by a company or individual that promote, advertise, or lead to the sale of a product or service are permitted only within the requested Community Room area of the Library. Use of the meeting rooms does not constitute endorsement by the Franklin County Library District or Franklin County on points of view or subject matter presented by room users. No advertisement or announcement implying such endorsement shall be permitted. The library's phone number shall not be listed as a contact number in any advertising for the event.
4. There will be a \$25.00 fee for any returned checks.
5. If there are damages to the Community Room as a result of the renter, or its event attendees or representatives, the cost of repairs will

be the sole responsibility of the renter, and will be completed by the contractor(s) as determined by the Larsen-Sant Library.

6. The library is not responsible for losses or damage to materials belonging to individual or groups using the meeting rooms.

7. Food or beverages left behind will be discarded. Any other items left, must be picked up within 48 hours or they will be discarded.

8. Use of the community room and kitchen shall be denied to:

- Any group whose purpose or actions are illegal.
- Any group whose conduct interferes with the activities of the library.
- Any group whose purpose poses potential harm to the furnishings in the community room or kitchen.

9. No more than 77 people shall use the community room at any one time.

10. Children must not be left unattended in the library or on the grounds.

11. In compliance with Idaho Code, no smoking is allowed in any area of the library including the Story Garden.

12. Alcoholic Beverages are not permitted on the premises.

13. No firearms and other weapons are allowed on the premises unless individual carries a permit.

14. Persons attending the meetings are subject to all library rules and regulations.

15. The rooms must be cleared of all items brought in by the user, such as boxes, brochures, serving equipment, decorations, etc. at the end of the meeting.

16. No materials, may be tacked, glued, stapled, taped or attached in any way to walls, doors, windows, floor, woodwork or furniture.

17. No ball or other active games that could incur damage to the building may be used in the community room. No skate boards, bicycles, skates, or scooters are allowed in the building.

### **III. Procedure**

1. Reservation requests may be made by any individual 18 years of age or older. The Community Room Reservation Request Form must be filled out, and fees paid within 7 days of making the reservation. An adult must be present during any use of the Library Community Rooms.
2. If the room is not needed for the scheduled time, the renter will notify the library as soon as possible to allow other community members the use of the room.
3. A deposit of \$100 will be required by all renters with the exception of prior approval by the Director. If all requirements for upkeep of the room are met, the entire deposit will be refunded. However, costs for removing stains from the carpet and furnishings, repair or replacement of missing items from the community room or kitchen will be deducted out of the deposit.
4. Reservations for ongoing periods of time must be cleared by the director.

### **Set-up and Clean-up**

1. Renter is responsible for setting up chairs and tables.
2. Renter is responsible for returning chairs and tables to storage. Tables must be cleaned and stacked on the table dolly. Chairs must be cleaned of any spills and set up in neat rows as found.
3. Floor must be vacuumed.
4. All garbage and trash must be deposited in garbage can and take garbage out to the dumpster across from the kitchen door. Replace garbage liners.

5. All library equipment that was borrowed by user must be placed in the kitchen. User will be responsible for any damage.

6. Fee will be as follows:

|            |                                 |
|------------|---------------------------------|
| Room Fees. | \$15 per hour                   |
|            | \$25 per hour for profit groups |
|            | \$120 for 8 hours or more.      |

Anyone wanting to come in the night before to set up for next day rentals can start after 5:00 p.m. and will be charged an additional \$30 for the evening.

Educational Groups: Lions, Head Start, and quilters groups, etc. will be \$125 per year. The Preston School District will continue to use the room free of charge since they gave the land for our library to be built on, and they help with our snow removal and parking lot marking. A Franklin County author, an author that wrote a book written about Franklin County, may have community room fees waived for a book signing a maximum of two hours, if they donate a book to the library. This is **DEPENDENT** on community room availability.