

# **GERING PUBLIC LIBRARY COMMUNITY ROOM POLICY**

## **Purpose of the Policy**

To provide equal terms in the use of the community room to all non-profit groups and organizations for meetings that are educational, cultural, or civic in nature.

## **Availability**

The room designated as the community room at the Gering Public Library is available for use as a meeting room and for exhibit purposes. Library-sponsored activities are given priority.

Use of the community room will include the restrooms and the kitchen, but not any other part of the library.

The community room is available to civic, educational, or cultural groups; but not for social, money-raising or commercial purposes.

Equipment listed on the form is available, but must be reserved prior to the meeting date.

The library cannot provide any supplies for meetings.

The community room is available for use free of charge and groups are not to charge a fee for attendance, unless it is for supplies and they have the Board approval.

It is the position of the Board that the community room is available for many groups and that groups be restricted from reserving the room on a permanent basis.

Attendance is limited to 100.

## **Reservations**

Reservations must be made with one day allowed for confirmation.

A community room reservation form (Appendix A) must be completed and signed in advance by the adult who will be responsible for the use of the room. The adult needs to be at least 21 years of age.

The reservation must include the name of the group, date and time, number of people expected, and the name and phone number of the person responsible.

No meeting will be booked within one hour of another meeting without the approval of the groups' representatives and Library Director.

It is the position of the Library Board that the community room is available for many groups and that groups be restricted from reserving the room on a permanent basis.

## **Responsibility**

Groups holding meetings assume responsibility for any damage to the community room or its contents.

The library will assume no responsibility for the safety of any items left in the community room.

The group is responsible for cleaning the community room, including the kitchen area if used, emptying the trash, and vacuuming the floor.

Tables and chairs may be rearranged for meetings as long as they're returned to their original placement.

No alcoholic beverages, illegal drugs, or smoking are allowed in the community room.

An adult representative of the group (at least 21 years of age) is responsible for obtaining a key to the community room during regular library hours. The representative is responsible for locking the library door(s) and leaving the key in the book drop on the northwest corner of the building when the meeting has ended, or at the circulation desk if the library is open. Under no circumstances will the representative keep the key overnight without permission.

The group representative will notify the staff by note or telephone (308-436-7433) by the next business day if any spills have occurred so that they may be quickly cleaned with the proper solvent to avoid staining.

The Library Director has the right to revoke privileges of any group not abiding by the above policy. The Community Room will be checked after each use for policy compliance.

**GERING PUBLIC LIBRARY  
COMMUNITY ROOM RESERVATION FORM  
APPENDIX A**

Groups holding meetings assume responsibility for any damage to the community room or its contents. The group is responsible for cleaning the community room, including the kitchen area if used, emptying the trash, vacuuming the floor, and returning the chairs and tables to their original placement. No alcoholic beverages, illegal drugs, or smoking are allowed. The group representative is responsible for locking the library door(s) and leaving the key in the book drop on the northwest corner of the building when the meeting has ended, or at the circulation desk if the library is open. Under no circumstances will the representative keep the key overnight without permission. The group representative will notify the staff by note or telephone by the next business day if any spills have occurred so that they may be quickly cleaned with the proper solvent to avoid staining.

The Library Director has the right to revoke privileges of any group not abiding by the policy. The Community Room will be checked after each use for policy compliance.

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I agree to abide by the Gering Public Library's Community Room Policy and accept responsibility for the condition of the community room and equipment during my group's use of it.

\_\_\_ Group is meeting during regular library hours and I have not received any key.

\_\_\_ I have accepted the library door key and will leave the key in the book drop after locking the library door(s) when the meeting is finished or at the circulation desk if the library is open.

Signature \_\_\_\_\_ Telephone # \_\_\_\_\_

Group \_\_\_\_\_ Date of meeting \_\_\_\_\_

Key # \_\_\_ Date key received \_\_\_\_\_ Expected attendance \_\_\_\_\_ Librarian's initials \_\_\_

Door(s) to be left open by staff at time of closing: East front door \_\_\_\_\_ South back door \_\_\_\_\_

Special Needs: TV \_\_\_ VCR \_\_\_ Projector \_\_\_ Overhead projector \_\_\_ Slide projector \_\_\_

**For Library Use Only:**

Date key returned \_\_\_\_\_ Room checked by \_\_\_\_\_ Date \_\_\_\_\_

Doors locked \_\_\_\_\_ Tables & chairs put away appropriately \_\_\_\_\_

Room clean \_\_\_\_\_ Equipment satisfactory \_\_\_\_\_

Spills reported \_\_\_\_\_ Cleaners notified \_\_\_\_\_

Comments: