

GERING PUBLIC LIBRARY COMMUNITY ROOM POLICY

Purpose of the Policy

The Gering Public Library welcomes the public use of its community room in keeping with the library's mission that recognizes its role as a community meeting place for learning and exploration. GPL seeks to provide equal terms in the use of the community room to all non-profit groups and organizations for gatherings that are educational, cultural, or civic in nature.

Guidelines

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 downstairs restrooms, but not any other part of the library.

The community room is available to civic, educational, or cultural groups free of charge. With the exception of use by the Friends of the Gering Public Library and any other library-sponsored group, the community room may not be used for commercial purposes, including but not limited to, for-profit business purposes, garage sales, flea markets, or any other event for which a fee is charged. No admission fee may be charged by any group. Selling products or services is not permitted except as part of a library sponsored program.

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

The library cannot provide any supplies for meetings. Dry erase markers are supplied for use with the wall mounted white board. Only dry erase markers are allowed for use on the white board.

In accordance with the American Library Association's *Library Bill of Rights* and its interpretation pertaining to meeting rooms, the library's community room will be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting the use."

The use of a meeting room does not in any way constitute an endorsement by the library of the views or beliefs of the users of the room and no claim to that effect or claim to library sponsorship may be used, explicitly or implicitly, in advertising for meetings held in library meeting rooms.

The library reserves the right to limit or prohibit any meeting that is a threat to health or safety of library employees or patrons or that is disruptive of the normal operations, programs, and activities of the library.

Food and beverages may be served. Crockpots and coffee pots are the only appliances allowed to be used in the community room. Terms of use are described on the reservation form (Appendix A). Anything else must be approved for use by the Library Director.

Attendance is limited to 72 as per the Fire Marshall.

Reservations

Reservations may be made via telephone or in person. They 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 19 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.

The library reserves the right to restrict groups from reserving the room on a permanent basis and to limit the number of meetings held by any group or organization to maximize availability of meeting room space for as many groups as possible.

Responsibility

Groups holding meetings assume responsibility for any damage to the community room and its contents, including any library equipment. A charge may be assessed by the Library Director for any special cleaning or repairs made necessary by the group.

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, 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.

Groups using the community room must comply with all other Gering Public Library policies.

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

An adult representative of the group (at least 19 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.

COMMUNITY ROOM RESERVATION FORM

Name & Purpose of the group that is meeting: _____

Name of the person making the reservation: (First) _____ (Last) _____

Contact's phone #: _____ - _____ - _____

The room should be reserved for: (Date) _____ (Time) _____ - _____

Expected attendance/number of people: _____ Is access to the lift needed? _____

Will there be food? _____ Crockpots/Coffee pots? (One per outlet) _____

Do you need extension cords? _____ (No outside cord use; You must use library's.)

Will you need any of our conferencing equipment? _____

Equipment needed: _____

For after-hours events:

Date key given out: _____ (Key #) _____

Note that it is the key-holder's responsibility to ensure all doors are locked and that the key is returned in the book drop immediately after use. Please do **not** leave the library's front West door unlocked during any after-hours event. The door is to remain locked at all times.

____ 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.

Additional notes:

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.

Signature _____

_____ Date _____ Staff initials

Community Room Reservation Patron Responsibilities

- Groups holding meetings assume responsibility for any damage to the community room and its contents, including any library equipment.
- The group is responsible for cleaning the community room, emptying the trash, vacuuming the floor, and returning the chairs and tables to their original placement.
- No alcoholic beverages, illegal drugs, smoking, or vaping 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.
- Food and drinks are allowed. No food or drinks are allowed outside of the community room.
- Crockpots and Coffee pots are the only appliances allowed for use. No outside electrical cords are allowed for use. **Terms of Use for Appliances: One appliance per outlet only.**

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.

Checklist for Patron use:

- Tie used trash bags shut and place them into the red trash bin in the hall, then replace the trash bags.
- Use provided supplies to vacuum the floor, and wipe off the tables.
- Return tables and chairs to their original location.
- Return any borrowed equipment (laptops, cords, remote, etc.)
- Notify Library Staff ASAP of any spills, damages, etc.

For after-hours use, please also:

- Prop open the bathroom doors. (downstairs)
- **Make sure the following doors are locked:** The Community Room's back door, the West stairwell door (Community Room side), the East stairwell door (to bathrooms & children's area), the West atrium door (inside), and the West front entrance (outside.)
- Return the key into the book drop.

Thank you for keeping our Community Room clean for everyone to use!