

Jordan Valley District Library Community Room Usage Policy

I. Introduction and Purpose of Policy:

The Library provides a Community room for library programs as well as Library business meetings. When the Community Room is not scheduled for Library-hosted or co-hosted events, it may be used by the public within the parameters set by the policy. The restrictions of this Policy do not apply to Library sponsored or co-sponsored events.

II. Application and Scheduling of Community Rooms:

A. General Use. Any person, group or organization may use the Community Room for cultural, educational and informational purposes pursuant to the requirements of this policy (“Users”). Private social functions are not permitted in the Community Room.

B. Scheduling.

1. Scheduling of applications shall be accepted on a first-come-first-serve basis, with Library business, Library sponsored events and Library co-sponsored events having first priority.
2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library sponsored or co-sponsored event.
3. Meetings and events will not be scheduled more than six months in advance.
4. Users may not schedule more than 4 meetings per month.
5. The Library is responsible for scheduling use of the Community Room.
6. The Community Room is available during regular library hours only.

C. Application Process.

1. Any person 18 years or older who has a valid Jordan Valley District Library card and lives in the district boundaries may fill out an application to use the Community Room. If the person is filling out the application for a group or organization, that person must have authority to do so.

2. The Library will confirm that your reservation is accepted. Do not assume that your reservation is complete upon submission of the application.
3. The fee shall be due prior to the start of the meeting or use of the Community Room.
4. If you need to cancel the reservation, notify the library as soon as possible.
5. At the time of application, the Applicant must sign a Waiver of Liability form which is on the last page of this policy as the "Application to use the Community Room".

III. Rules Regarding Use of Community Rooms:

- A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Community Room.
- B. Use by Persons under the Age of 18. Users of the Community Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time. In addition, there must be one adult supervisor for every 15 minors.
- C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Community Room.
- D. Food and Beverages. Users of the Community Room may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Community Room.
- E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Community Room.
- F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.
- G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up shall result

in forfeiting the security/cleaning deposit and Users shall be required to pay any actual damages that exceed the deposit amount. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

- H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.
- I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements. Currently, there is a limit of 115 people if chairs are used and 225 people if no chairs are used in the room.
- J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or any objects or solicit contributions from persons located anywhere in the Library or on Library property.
- K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Community Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Community Information Policy.
- L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library Director. If such approval is granted, any such material must be removed at the close of the scheduled time.
- M. Parking. Users should be considerate and park in the parking lot and not in front of the library. We want to provide patrons with easy access.

IV. Fees:

- A. Room Use.
 - 1. Any Non-profit Organization, defined as any civic, cultural, governmental or educational organizations, that does not charge a fee for attending any event in the community room may use the Community Room free of charge. Proof of non-profit status may be asked to be shown.
 - 2. For any other group or individual, the Library shall charge a fee of \$50 for up to four hour usage and \$100 for a full day. These organizations must provide a certificate of insurance in the amount of \$1,000,000 with their completed application for use of the room.
- B. Deposit. A refundable security/cleaning deposit of \$10 must be paid to the Library before the scheduled event. The deposit will be held

and returned after the Library inspects the room. If there are no damages, the deposit shall be returned.

V. **Library Disclaimer:**

- A. **No Endorsement.** Use of the Community Room does not constitute the Library's endorsement of any User's policies or beliefs by any of the staff or Board members.
- B. **Right to Cancel.** If necessary, the Library reserves the right to cancel the use of a Community Room.
- C. **Hold Harmless.** The Jordan Valley District Library is released and held harmless from any and all claims for personal injury or property damage.

VI. **Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to library facilities, including the Library Community Room, by immediately dismissing the patron from the premises, by suspending the patron's access to library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

- A. **Incident Reports:** Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter written by the Library Director should be attached, if applicable.
- B. **Violation of the Policy – Suspension of Privileges:** Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:
 - 1. ***Initial Violation:*** Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
 - 2. ***Subsequent Violations:*** The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or

revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.
2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Library Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter they received stating why library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

Jordan Valley District Library

Application to use the Community Room

Date of request _____

Date of use _____ Time of use _____

Name of Group/ Organization/Individual _____

Adult Representative:

Address _____

City _____ Zip code _____

Telephone _____

Purpose of meeting or program _____

Number attending _____

Fee _____

By signing this Application, the Group, Organization or Individual identified above agrees to indemnify and hold harmless Jordan Valley District Library, its agents, employees, officers and representatives, from any and all suits, actions, claims, or demands of any character or nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the Community Room, its furnishings or equipment by the User or any person attending the User's meeting. The Group, Organization, or Individual also agrees to pay for any damage caused by its use of the Community Room. If signing on behalf of a Group or Organization, the person signing this Application agrees that he/she has authority to sign on behalf of the Group or Organization.

Name of responsible person _____.

Signature of responsible person _____.

Approved _____ Date _____