

Royalton Hartland Community Library Community Room Use Policy

The community room at the Royalton Hartland Community Library is available for public use upon approval of application. There are, however, rules and regulations that govern use of this room. Failure to abide by these rules may result in denial of future room use.

The community room is available without charge for use by local groups engaged in educational, cultural, intellectual, or charitable activities of interest and/or benefit to the community. All events must be open to the public. **The room cannot be used for commercial purposes.**

Permission to use the meeting room does not constitute an endorsement by the Library of a program or point of view expressed. The community room use must not be publicized in such a way as to imply Library sponsorship. All publicity is the responsibility of the group and must clearly identify the sponsoring organization.

Reserving the community room may be done in person, or online, but must be made at least two weeks in advance of the date needed. Applicants must be 18 years or older, complete and submit the application to the Library Director prior to actual room use. Based on written policy, the Library Director will grant acceptance or denial of the application.

RULES OF USE

1. The community room is available during normal Library hours and 2-hours prior to opening.
2. Library programming is given priority in scheduling room use. Please visit the library's website at www.royhartcommunitylibrary.com to view the events calendar.
3. Light refreshments are allowed, at discretion of the director. Alcoholic beverages are not permitted.
4. Special equipment may be brought in for the meeting, however, it must be listed on the application. The Library is not responsible for any damages to such equipment.
5. The Library is not liable for injuries to persons using the room.
6. The room must be left in clean condition.
7. Groups will be held responsible for any damages and loss of the Library premises or contents.
8. Groups using the room may not exceed the capacity of the room (30 people).
9. The Library reserves the right to cancel prior meeting room reservations with at least 48 hours' notice (or less in the case of emergency).
10. Cancellation from the requesting group must be made as soon as possible.

Application for use of Library Community Room

Date _____

Organization Name _____

Purpose of meeting _____

Requester's Name _____

Phone Number _____ Email address _____

AVAILABLE: Monday – Thursday: 9am-8pm; Saturday: 9am-4pm

NOT AVAILABLE: Friday & Sunday

Dates/times of meeting _____

Approximate attendance _____

List all equipment & refreshments you plan to bring/use

By signing, you agree to have read and will adhere to the community meeting room policy and guidelines on the reverse side of this application.

Signature _____ Date _____

For Library use only

Library Director's approval _____ Date _____

Approved application copy given to applicant _____ Date _____

Gretchen Schweigert,
Royalton Hartland Community Library Director