

Community Room Policy

Quick Reference Guide

- **A completed Release of Liability form and Request form are required before adding the event to the calendar.**
 - **Request must be approved by the Assistant Director. Requestor will be notified within one week if the request was denied.** If the request denied, any scheduled dates will be removed from the calendar.
- Community Room may not be used for:
 - Selling, advertising or promoting products or services.
 - Religious service or instruction.
- No charge for not-for-profit groups using Community Room. \$250 non-refundable rental charge for profit-making agencies and events.
- Must be open to public; no admission fee may be charged.
- Meeting must be held during normal library hours. Room must be vacated 15 minutes before closing.
- An organization may schedule weekly meetings.
- Check in at the Circulation Desk upon arrival to access the room and when your meeting is complete for a staff member to check the room.
- Library must be notified of a cancellation at least 24 hours prior to the scheduled meeting.
- The Maximum Capacity is 100 people. The room will comfortably seat 60 people.
- **You will be responsible for setting up the room and returning it to the standard configuration. Please include this in your requested meeting time.**
- Room sign up for the next year will begin on the Tuesday after Labor Day.

Contact the library for more information 414-351-3461.