

Parchment Community Library  
Meeting Room and Gallery Space Policy

Please fill out the application and return it to the Library.

Date(s) Needed: \_\_\_\_\_

Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

**Non-Profit** (no charge) –or– **For-profit** (\$50 for 2 hours) [Circle one]

Purpose of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_

Contact person for the organization: \_\_\_\_\_

Phone number of contact person: \_\_\_\_\_

E-mail of contact person:  
\_\_\_\_\_

Is Audiovisual equipment needed? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what is needed? \_\_\_\_\_

*I, the undersigned, have read the policy and rules for use of the meeting room and agree to comply with them as well as to indemnify and save harmless the library against any and all claims for injury to persons or property arising out of activities conducted on library property.*

*I understand that I am financially responsible to reimburse the library for any loss, additional cleaning, or damage to the meeting room and/or equipment.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name (if different from Contact above): \_\_\_\_\_

For staff use only:

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_ Room assigned: \_\_\_\_\_

# Parchment Community Library

## Meeting Room and Gallery Space Policy

### WHO MAY USE THE MEETING ROOMS AND GALLERY SPACE, AND FOR WHAT PURPOSES

The Library Director has the final authority to decide if any group may use the meeting rooms, using the criteria below. Library use of the meeting rooms takes precedence over all other uses.

1. Maximum attendance is limited to 50 people in the room on the lower level, and to 8 people in the Local History Room.
2. Before the library closes for the day, groups using a meeting room should return the room to its original configuration, leave the tables and chairs clean, dispose of any trash, and exit the building.
3. The meeting rooms may be reserved for use by local non-profit groups. Local business use is permissible when no selling, solicitation or order-taking occurs. Local is defined as an organization based within the Parchment Library District or one with a significant Parchment Library District membership.
4. Use of the library's meeting rooms may not include selling or moneymaking enterprises except those that may be sponsored by the Library itself or the Friends of the Parchment Community Library. Other groups may charge fees only to recover the cost of consumable materials or instruction, provided financial profit is not the purpose of the activity.
5. Granting use of the facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.
6. Library facilities are not available for private parties or wedding receptions. Gambling, smoking, drinking of alcoholic beverages and use of illegal substances is not permitted on Library property.
7. The Library Director reserves the right to refuse use of the meeting rooms to groups because of noise, damage, misuse, or failure to abide by this policy.

# Parchment Community Library

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### HOW THE ROOMS MAY BE RESERVED AND USED

1. **Reservations** for all meeting rooms are taken at the Circulation Desk.
2. The **Community Room** on the lower level may be reserved up to one year in advance and must be reserved at least a week in advance. Requests for reservations for more than one meeting, made on a space available basis, must be in writing and presented to the Library Director for approval. The Community Room is free of charge to non-profit groups; businesses will be charged a fee of \$50 per two-hour block of time.
3. The **Local History Room** may be used, without prior reservation, on a first-come, first-served basis. The Local History Room may be reserved up to 90 days in advance. Those using the Local History Room may use it up to one hour, and then must relinquish the room if others are waiting to use it. Those using the Local History Room must allow free access at all times to the library materials stored in the room.
4. **Starting and ending:** The meeting rooms will not be unlocked until the scheduled start time of each event. The meeting rooms should be clean and furniture returned to its original set-up by the scheduled end time. If an organization remains past the library's posted hours of operation, an additional fee of (\$50) fifty dollars may be charged to the person who reserved the room.
5. **Noise:** Users of the meeting rooms should speak quietly when on the main floor of the library. All activities must take place in the assigned meeting room.
6. **Audio-visual equipment** is available for use in the meeting rooms and should be requested when the room reservation is made. This equipment includes: media projector, DVD player, Dry Erase Board and markers, cordless microphone, slide projector, movie projector, overhead projector, and podium. It is the responsibility of the organization using the room to double-check that their equipment is compatible with that of the Parchment Community Library at least 48 hours in advance.
7. **Food and drink:** Light refreshments are permitted but no alcoholic beverages may be used. The Library does not furnish any equipment for food service.
8. **Tobacco; Alcohol; Drugs:** Smoking or the use of any tobacco product, smoking device or electronic substitute is not permitted on Library property (including but not limited to e-cigarettes and vapor tobacco). Possessing, selling, distributing, or consuming any alcoholic or intoxicating beverage, marijuana, illegal drug, or drug paraphernalia is prohibited in the Library or on Library property; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library.

# Parchment Community Library Meeting Room and Gallery Space Policy

9. **Damages:** A bill for any loss, additional cleaning, or damage to the meeting room and/or equipment will be sent to the person who reserved the room.

<b>GALLERY SPACE</b>
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1. Artists or groups of artists may use the gallery space for art shows. Upon request, artists must submit representative samples of the works to be displayed when the Library Director considers the application for use of the gallery space. Artists are responsible for hanging and taking down the shows, gallery sitting, publicity, and any other activities associated with art shows. The gallery space cannot be opened to the public unless an attendant is present. Granting use of the facilities does not imply approval by the Library of the artist, art group, or the art works displayed.
2. The gallery space may be reserved up to one year in advance and must be reserved at least a month in advance. The meeting rooms and the gallery space are not available on Sundays or holidays, except with the Director's permission.
3. All requests for use of the gallery space must be in writing and presented to the Library Director for approval.
4. The Library will not be responsible for any personal injury, loss or damage to any materials or objects belonging to anyone using the public meeting rooms or displaying works of art in the gallery space. Works of art should be insured by the artist or art group.
5. Nothing may be affixed to the walls of the meeting room. Users of the gallery space must hang art works using the molding and hooks provided and must display three dimensional art works on the pedestals provided or on the floor. A bill for any cleaning, loss or damage to the gallery space will be sent to the artist.

Adopted      April 11, 1989

Revised

October 10, 1990

June 9, 1992

December 8, 1992

October 11, 1994

November 14, 1995

March 14, 2000

July 22, 2008

September 27, 2011

September 25, 2012

November 25, 2014

November 28, 2017

November 24, 2020