

Community Room Agreement

The Community Room may be available for meetings or exhibits as long as the space is not being utilized by the Library for any purpose.

The following rules apply to those reserving and using the Community Room:

1. The Community Room has a capacity of 80 people. A room application form must be filled out and the use agreement signed and approved by the Library Director or their designee at least 2 days prior to use. The room may be used during library hours for a fee of \$50.00/hour for private use; local non-profit organizations or community groups may use the room at no charge. (You may be asked to provide a Federal Tax ID # or 501C3 to keep on file at the library.) Refunds, full or partial, for cancellations, will be given at the discretion of the Library Director. Set up and clean up time is included in the total hours billed for use of the room. Total payment is required with the signed agreement.
2. Groups may not reserve the meeting room more than twice a month and are limited to not more than 12 times per year. (Exceptions may be made in special circumstances).
3. Anyone reserving the meeting room must be at least 21 years of age.
4. All Tobacco products and vaping devices are prohibited on library premises.
5. Tacking, nailing or pinning objects to any surface in the building is prohibited. Decorations may not be hung from the ceiling. Use of sand, water, tape, candles or potentially destructive objects in the meeting room will not be permitted.
6. A \$100 security/cleaning deposit is required at the time of reserving the Community Room if the kitchen will be used or food or drink will be served. The deposit is refundable upon completion of the event, provided that the Community Room is left in its original condition. The person, organization, or entity reserving the room is responsible for all damages or cleaning costs arising from the use of the Community Room, and for the theft of any library property.
7. Those reserving the Community Room for food and drink may use the Community Room kitchen for food presentation (preparation approved in special circumstances), provided that the kitchen is left clean and in its original pre-use condition. Kitchen use is subject to the aforementioned cleaning deposit.
8. All organizations or groups desiring to use library equipment in the meeting room must request permission for use when applying for the meeting room. Any group using such equipment shall assume full responsibility for any damage to equipment while it is in their possession.
9. The library reserves the right to refuse future bookings to groups that consistently fail to appear at their scheduled time and meeting dates, and to any group that abuse the rules for use. Cancellation of meeting date must be done at least 24 hours in advance during normal library hours.
10. Library personnel will not accept telephone calls for persons in the meeting room, except in cases of emergency.

11. The library cannot provide personnel to assist in the preparation for, or presentation of any non-library program. Presenters or group leaders are encouraged to schedule a brief AV System training prior to the day of the event.

12. Activities in the Community Room must not interfere with library activities, and all audio, visual, multimedia, or other activities whatsoever must comply with this restriction. The Librarian or the Librarian's designee is the sole arbiter of acceptable and permissible levels and what constitutes a disruption to the Sturgis Public Library. Non-permissible disruptions shall be immediately terminated or subject to immediate termination of this Agreement and forfeiture of all funds paid to reserve the facility. Individuals and groups are encouraged to consult with the Librarian prior to use of the room if any question exists regarding permissible levels of sound or other disruption that may be created by the use of the Community Room. The Sturgis Public Library Board of Trustees reserves the right to refuse the use of the Community Rooms if cause or abuse of the privilege exists.

Signature of Applicant: _____

Date: _____

Approved by: _____

Date: _____