

Englehardt Library

Community Room Policy

GROUP QUALIFICATIONS

The community room will be available for use to the following groups and for the following activities as listed in the order of priority:

1. Library and city sponsored activities.
2. City and area-based service clubs.
3. Area neighborhood improvement groups.
4. Local non-profit organizations.
5. Public meetings of general interest held by area non-profit organizations.

(Note: "area" is defined as the City of Lowell and its surrounding townships)

AVAILABLE TIMES FOR MEETING

The community room will be made available during library hours. Meetings requested to be held after library hours and weekends must be approved by the library branch manager. See *After Hour Usage* section below.

MEETING GROUP SIZE

The community room will accommodate up to 60 persons when using chairs only or 30 persons when using tables and chairs or up to 100 children using no furniture (Fire Regulations).

ROOM AMENITIES

45 chairs and 13 tables are available for use.

Projector screen is available.

CLEANUP/STORAGE OF MATERIALS

Groups will be responsible for their own set-up and clean-up.

Groups may not set up the day before nor clean the following day.

The room must be cleaned prior to vacating the community room.

Groups using the room may not store materials there.

FOOD AND BEVERAGE

Food, other than light refreshments (e.g. cookies, doughnuts, etc.), shall not be served without prior approval of the library branch manager.

Beverages and their complements (cups, napkins, sugar, cream, etc.) shall be the responsibility of the group holding the meeting.

Red or purple colored beverages will not be allowed.

The use of alcoholic beverages in the community room or on library grounds is prohibited.

Smoking in the community room and in the library is prohibited.

SUPERVISION AND RESPONSIBILITY

The group using the community room shall provide adult supervision (at least two adults) at events held for the children.

The group using the community room shall report damage to the building or furnishings to the library branch manager and make appropriate remuneration.

The group's supervisor must be in attendance while the community room is being utilized.

LIABILITY

The Englehardt Branch of Kent District Library and the City of Lowell are not responsible for theft of personal property or personal injury.

Groups sponsoring public meetings must make their sponsorship of the meetings clear in any publicity. In no way must it appear that the library or city is sponsoring the activity.

MAKING RESERVATIONS

Requests for reserving the room shall be made through the library circulation desk. Assignments shall be made by the branch manager or a designated library staff member on a first-come, first-serve basis. The library and the city reserve the right to cancel or reschedule any reservation.

Reservations may be made up to three months in advance.

AFTER HOUR USAGE

To use the room when the library is not normally open, building keys will need to be checked out during normal open hours prior to use. Library hours are: Monday-Wednesday, 12-8pm and Thursday-Saturday, 9:30am-5pm.

Person signing out keys will be responsible for securing doors and returning the keys.

Keys may be returned by dropping into the after-hours book drop.

Replacing lost keys will incur a \$200 charge to rekey locks.