



BANKS PUBLIC LIBRARY

JANE MOORE COMMUNITY ROOM USE POLICY

Use of the City’s Jane Moore Community Room and Related Facilities

Policy

To meet the general informational, educational, cultural, and civic needs of the community, the City of Banks (the “City”) makes the Jane Moore Community Room (the “Community Room” or “Facility”) available for use by the Banks Public Library (“the Library”), the City of Banks, and the community.

Background

The primary purpose for the Facility is to provide space for Library-sponsored programs, classes, workshops, events, and other services that support the Facility’s stated purposes, including those that engage the community in discovering and exchanging information and ideas, and provide opportunities to learn, gather, connect, and collaborate.

When not being used for activities by the Library, the City of Banks, or affiliated organizations, the Community Room may be reserved on a first-come, first-served basis as provided in this policy, by community groups, organizations, government agencies and individuals, including at times when the Library is not open. When not in use or reserved during Library operating hours, the Facility is available for walk-in use, either by groups or individuals, in accordance with the Library Rules of Conduct Policy and applicable procedures.

General Rules Governing Use of the Jane Moore Community Room

Use of City of Banks facilities shall comply with applicable state and federal law, all City ordinances, and Library policies. Other than the restrictions imposed by law, City facilities shall be available for community use in accordance with the City’s adopted policies, regardless of the content of the message of the person or entity seeking to use the facilities. At the sole discretion of the Library Director, certain rules in this policy may not necessarily apply to Library events, Library-sponsored events, or City of Banks events held in the Community Room.

The Library reserves the right to approve, renew, restrict, or reject requests for use of the Community Room if it appears that the user or proposed event could damage or impose inordinate wear on the Community Room or Library facilities or equipment. The Library reserves the right to impose a fee for use, including an equipment use and/or cleaning deposit.

The Library reserves the right to reject requests from individuals or groups who have failed to follow adopted policies or procedures.

Approval for use of City facilities does not constitute approval or endorsement of a user's event or activities by the Library or the City of Banks. Advertisements, announcements or public statements implying such endorsement are prohibited. The City does not endorse, nor is it responsible for, words spoken, positions or actions taken by organizations, groups, or individuals that use City facilities.

Eligibility for Use

Community groups and organizations, school-affiliated groups, individuals, government agencies and government representatives can request use of the Community Room by completing an application, accompanied with payment covering the fees when applicable.

Applicant representatives must be at least 21 years of age. Up to two persons may apply as representatives of a group, club, agency or organization.

The space, when not otherwise scheduled, will be available on equal terms, regardless of the beliefs or affiliations of individuals or groups requesting use, as long as the individuals or groups abide by the rules governing the use of the room.

Hours of Use and Room Capacity

The Jane Moore Community Room is available for group or individual use from 8:00 am to 11:00 pm. Activities must cease by 10:00 pm and room users must be out of the building by 11:00 pm. A reservation is required when using the Community Room outside of Library open hours.

Current room capacities approved by the Fire Marshall for various uses are: 43 persons, seated audience style; 93 persons, assembly style. Room capacity may not be exceeded.

Walk-in Use by Small Groups

If no other room use is booked during library open hours, and no other individuals already occupy the room, small groups may request room use for up to 2 hours with no reservation or payment required.

- The doors between the library and the community room may be closed, but staff will have free access to the room, its storage room, equipment and kitchen.
- Walk-in room use does not include access to the kitchen, the electronic equipment or any furniture or supplies beyond tables and chairs.

User Liability

The City recognizes that a certain amount of wear will occur in the Community Room over the course of normal use. However, the user will be liable for the following charges:

- Repair or replacement of equipment or facilities damaged due to neglect, vandalism or misuse.
- Cleaning expenses incurred to clean the room if not left in the same condition as found.

Priority and Cost of Use

Use of the Community Room shall be in the following order of priority, and in accordance with the established fee schedule. These fees may be amended from time to time by the City based on category. Cost of use applies to activities, meetings, and events according to the following categories of groups and organizations.

CATEGORY 1: Banks Library, City of Banks, and Friends of the Banks Library, as well as activities, meetings, and events held under the auspices of, or sponsored by, the Library, Friends of the Library, or the City of Banks.

CATEGORY 2: Local clubs and groups, youth and service organizations, school-affiliated groups and non-profit 501(c)(3) organizations holding meetings, programs, trainings and events. Proof of non-profit organizational status is required, and the proposed use must be closely aligned with the purpose of the organization's non-profit status.

CATEGORY 3: Government agencies, government representatives, elected officials, candidates for public office, and for-profit organizations, including companies or other groups, as well as individuals, who wish to make presentations, hold classes or events, or provide customers with information and services for which the customer would be required or asked to pay prior to the class or presentation, including but not limited to groups or individuals selling goods or services, or holding athletic classes and events, enrichment classes and activities, and seminars.

Fee Schedule

Category 1		Category 2		Category 3	
Single Use	Multiple Use Per Event	Single Use	Multiple Use Per Event	Single Use	Multiple Use Per Event
No Charge	No Charge	First hour: \$10.00 Each additional hour: \$7.00	First hour: \$10.00 Each additional hour: \$5.00	First hour: \$20.00 Each additional hour: \$10.00	First hour \$20.00 Each additional hour: \$8.00
Library Optional Equipment Use: No Deposit	Library Optional Equipment Use: No Deposit	Library Optional Equipment Use: \$100.00 Deposit	Library Optional Equipment Use: \$100.00 Deposit	Library Optional Equipment Use: \$100.00 Deposit	Library Optional Equipment Use: \$100.00 Deposit
Extensive Food Service: Cleaning Deposit Not Required:	Extensive Food Service: Cleaning Deposit Not Required	Extensive Food Service Cleaning Deposit Required: \$200	Extensive Food Service: Cleaning Deposit Required: \$200	Extensive Food Service Cleaning Deposit Required: \$200	Extensive Food Service Cleaning Deposit Required: \$200

Reservation and Application Process

Reservations are approved on a first-come, first-served basis. The Library Director shall have final authority regarding use of the Community Room, cancellation and/or discontinuance of Community Room reservations.

The Library reserves the right to refuse or revoke a reservation if the program or gathering is disruptive to the Library's normal course of business, is in violation of the adopted Library Rules of Conduct Policy, or in violation of this Community Room Use Policy.

The Library reserves the right to cancel reservations when unforeseen circumstances occur such as power outages, weather conditions, or when there is a conflict with a Library, City or affiliated event.

Individuals and groups wishing to use the Community Room can make advance booking for a maximum of 2 uses per month. The Community Room can be booked up to 6 months in advance. Exceptions may be made for meetings offered for the public by government agencies.

Standing reservations for multiple meetings held by the same group may be scheduled for a 12-month time period. Applicants can reapply for use of the room upon successful completion of any meeting or event during the initial reservation time block. Reservations for frequent repeated use, such as for a series of educational classes, shall be considered on a case-by-case basis.

Individual applicants are allowed 3 active reservations at any one time for the Community Room. Groups are allowed up to 12 active reservations.

The Community Room must be booked at least two business days in advance of the scheduled meeting or event, with the exception of walk-in use.

Persons or organizations wishing to use the Community Room who are not connected with the City or the Library, must complete a Community Room Application and must agree to comply with the Community Room Use Policy. An application is required for all such reservations. Up to two individuals may apply as representatives of a group, club, agency or organization. Both are required to have read and agreed to the provisions of this policy.

Each individual or group application must be approved before any reservation is accepted and the room occupied. Reservations for the Community Room must include time for the group or individual to set up and take down tables, chairs, and other furniture and to restore the Community Room to its condition prior to the event or meeting.

Keys

Keys must be picked up at least one-half hour before the Library closes for those using the Community Room after hours. Keys will be assigned to the person completing the Community Room Application. Keys shall not be shared with or issued to anyone who has not been designated on the Community Room Application. The person picking up the key will be required to sign for it, which documents that they were given the key. A \$75 fee shall be billed for any key not returned to the Library according to the instructions provided with the key, or by the date and method agreed upon at the time the key is issued.

Payment

Payment for use, including any deposits required, is due upon confirmation of the reservation, and must be paid no later than when keys to the Community Room are issued. Organizations, agencies and 501(c)(3) non-profit groups can request to be billed. Billing arrangements must be made at the time of application submittal. Any fees billed after use are due within 30 days of billing. The City reserves the right to refuse facility use to groups, agencies or organizations who do not pay their bills within 30 days of the billing date.

Cancellations

If it is necessary to cancel a scheduled meeting or event, the applicant must cancel the reservation at least 24 hours in advance. Fees paid in advance may be refunded if the Library or City is notified at least 24 hours before the scheduled use. The City reserves the right to charge a service fee for the cancellation. Failure to notify the Library of a cancellation within the required time on 2 or more occasions can result in loss of future Community Room privileges.

The Library reserves the right to cancel a reservation in the case of an emergency closing. A full refund of any fees paid in advance will be provided in such instances.

Using the Jane Moore Community Room

Groups and individuals must adhere to following rules:

- The capacity for the room, as determined by the Fire Marshall and clearly posted in the Community Room, shall be observed at all times. The maximum number of people permitted in the facility shall be restricted by the seating capacity or by fire codes. Room capacity is based on intended use, i.e. seated (audience), with tables or standing (assembly) style.
- Facility users are responsible for checking for posted fire exits and evacuation procedures.
- Activities held in the Community Room must end no later than 10:00 pm. Users must vacate the Facility no later than 11:00 pm.
- Overnight stays are not permitted. Equipment and personal materials pertaining to consecutive days of use can be left in the Community Room overnight, at the owners' risk. The City is not responsible for any damage or loss of equipment or possessions left in such circumstances.
- Permission to use the room, other than the non-paid, walk-in use allowed during Library open hours, includes the ordinary use of furniture and fixtures, including chairs, tables, and kitchenette area. Groups must get advance written permission from the Library to bring in their own furniture or sound equipment.
- Food: Serving of light refreshments, (beverages and light snacks) is permitted. Beverages should be covered whenever possible. Cooking and/or extensive food preparation on site will not be allowed. Users serving extensive pre-made or catered meals will be required to pay a cleaning deposit. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments and other event-related items.
- Consumption or service of alcoholic beverages on Library property during library open hours is not allowed. Consumption or service of alcoholic beverages outside of library

open hours by groups other than the Library, Friends of the Library, or the City of Banks is prohibited.

- Smoking, lit candles or any fire-lighted materials are prohibited,
- Activity involving or causing abnormal wear and tear on any part of the facility is prohibited, including the use of paints, stains, adhesives, or similar materials. Materials may not be attached to the walls using tacks, pins, nails, etc.
- Prior to the use of the Community Room, the Library Director reserves the right to review any signage, decorations, or literature to be displayed in the room for compliance with the Community Room Use Policy. Glitter, confetti or similar materials may not be used. All signage, decorations, or displays must be removed at the conclusion of the meeting or event.
- Arrangement and setting-up of furniture is to be done by the group or persons using the room. Before leaving, the organization and persons using the room are responsible for cleaning up and returning the room to the arrangement in which it was found, including placement of all tables, chairs, and other furniture as well as the condition of the space and any equipment used.
- Library property stored in the Community Room shall not be removed or transferred to other areas of the Library without permission of Library staff.
- Groups or individuals must provide their own supplies such as paper, pencils, and markers.
- Telephone messages for individuals or groups using the Community Room will not be taken by staff, except in cases of emergency. The Library will not serve as a point of information referral for patrons who have questions regarding the meeting/event or who wish to contact the meeting organizers.
- Wi-Fi access is generally available in the Community Room, as is a ceiling-mounted projector, screen, wall-mounted TV and connections for a tablet, laptop, or audio-visual equipment which might belong to the user. Instructions on the use of such equipment will be reviewed with library staff before access is given.
- Distribution of pamphlets, leaflets, and other printed materials, or solicitation for the purchase of goods or services by persons or organizations using the Community Room will not be permitted anywhere else on City or Library property.
- Any equipment, furnishings, or belongings left by the applicant or those attending the meeting or event, shall be removed and placed in Library's lost and found. These items will be discarded after 90 days. The Library is not responsible for any items left in the Community Room or on Library premises. There will be no payment or replacement for items lost by the organization or those in attendance.

Supervision and Use of Building and Facilities

The applicant will be responsible for the supervision of all persons attending the activity/event at all times. Groups must confine their activities to the Community Room and not expand into other parts of the Library.

Endorsements and Advertising

Use of the Community Room does not constitute an endorsement by the Library of a program or point of view expressed. No advertisement or announcement implying such endorsement is permitted. To establish the fact that the Library is not sponsoring the meeting or event, all publicity that uses the name of the Library must include the following statement:

"Sponsored by XYZ Neighborhood Guild" (name of the organization booking the room), and "Neither the Banks Library nor the City of Banks sponsor or endorse this event or the statements, views or actions that occur at this event."

An organization cannot use the name and address of the Library as its headquarters or as the official address of the organization. The organization cannot use the Library's address or telephone number for registration or for information regarding the meeting or the organization.

Publicity for events conducted in the Community Room that are by organizations not connected with the City of Banks or the Library should in no way imply or suggest Library or City sponsorship or endorsement of the event. The Library Director reserves the right to review publicity prior to posting by the organization for compliance to the disclaimer requirement.

Use of Library Optional Equipment

The following rules govern the use of optional Library equipment:

- The applicant will be required to pay an additional deposit of \$100 for use of optional library equipment.
- Assistance with audio visual, internet access, and PC hardware/software is not available on items not supplied by the Library. Users of Library optional equipment must receive training on its use and sign a training acknowledgement form.
- Music, other audio, or general noise must be limited in volume to avoid disturbing other library users and neighbors.
- The applicant who signs the Community Room Application is responsible for all reasonable repair or replacement cost for damage to the facility space, fixtures, or equipment utilized during the room use.

Liability Insurance

Depending upon the nature of the requested use of the Community Room, organizations, businesses, groups and individuals applying to use the Community Room can be required to provide proof of insurance. Liability insurance, if required, shall be in the minimum amount of \$1,000,000 as a condition for the issuance of any permit. The applicant shall provide to the City a Certificate of Insurance that names the City of Banks as an additional insured prior to confirmation of the reservation for Community Room use. Groups involving youth must also provide verification of abuse and molestation liability coverage.

History

Original: January 16, 2018

Revision 1: July 9, 2019

Revision 2: October 22, 2022