

## **Palmyra Community Library**

### **Building Use Policy**

The Palmyra Community Library meeting rooms are used primarily for programs conducted or sponsored by the library. When not needed by the library the rooms will be available for use by non-profit community groups and Palmyra Community Library District residents for educational, cultural or civic activities.

Palmyra Community Library programs take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of the meeting spaces for library purposes.

A group may not charge an admission fee or require a donation for an event. A group may request a fee to cover the cost of materials used by program participants but no portion of the fee may benefit an organization or individual.

### **General Rules of Use**

1. Meeting spaces may not be used for religious services, sales promotions, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited. Requests for exemption from this rule will be approved by the director on an individual basis.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
3. Scheduling use of the meeting rooms shall be done so as to promote the goal of making the rooms available to as many community groups as possible throughout the year.
4. Non-residents, i.e. those not residing in the Palmyra Community Library District, must pay a \$25/hour fee for the use of the meeting spaces. This fee is in addition to the after-hours charge if applicable.
5. After hours use: A group may reserve a room for after library hours use provided a library staff person is available to work during that time. The fee for after hours use is \$25 per hour to cover library costs.
6. Those who have reserved a room should check in with the library staff at the circulation desk before using the room.
7. Light refreshments may be served. No cooking may be done. No smoking is permitted.
8. Programs should be planned so that the meeting spaces will be vacated 15 minutes before closing time.
9. Meeting spaces should be left in an acceptable, uncluttered condition. Tables and chairs should be returned to the positions in which they were found.

10. Meetings must be conducted in such a way as not to disturb library operations.
11. No audio-visual equipment or operators will be provided by the library.
12. Library personnel will not move or rearrange furniture.
13. Signs, working papers or posters may not be attached to the walls of the meeting rooms. No tape may be used on the walls.
14. The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to groups using the meeting rooms.
15. The applicant accepts liability for damage to library facilities or loss of library property.
16. Any groups that involve children shall guarantee adequate adult supervision during and after the group's use of the meeting room. Children accompanying adults to meetings in the library must be adequately supervised by an adult other than library staff.
15. Alcohol may be served at an event held at the library under either of the following conditions:
  - If the event is catered the caterer must provide a certificate of insurance and a liquor license. The Palmyra Community Library must be named as an additional insurer.
  - The group holding the event must have general liability insurance which includes liquor liability. The Palmyra Community Library must be named as an additional insurer.
17. The applicant accepts responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to meeting spaces at all times.

Security cameras are in place at the library. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations shall be grounds for denial of future use of meeting spaces.

Adopted: Dec. 20, 2012  
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