

Cuba Circulating Library

MEETING ROOM & PROGRAMMING SPACE POLICY

The library's meeting room(s) and programming spaces are available for use by community groups or individual citizens for informational, educational, cultural, recreational, or civic purposes.

Library-sponsored events, programs and meetings receive priority for all meeting rooms and programming spaces.

This policy establishes rules and procedures for the use of the library's meeting room. The use of the meeting room by any group signifies acceptance of the terms of this policy.

A copy of this policy will be posted on the library's website

General Guidelines:

- The library meeting room is open to all groups in the community regardless of the beliefs and affiliations of their members provided that the meetings are open to the public.
- Permission granted to use the library meeting room in no way constitutes endorsement of the policies or beliefs of any group or organization.
- Patrons must be 18 years or older to reserve the community room.
- Advertising that promotes a program or event being hosted by a group or organization at the library must prominently disclaim, verbally and/or in writing, *"This event is not a library-sponsored program and does not constitute endorsement by the library for the event or its host organization."*
- No outside groups or organizations using the meeting room shall charge an admission fee or sell materials, goods, or services for private profit or gain.
- No activity shall be permitted which shall in any manner be potentially or directly destructive to library property or potentially or directly disruptive to the function of the library.
- The Library Director reserves the right to deny permission for use of the meeting room to any group that is disorderly or violates any part of this policy.

Care and Use of Facilities:

- Unlawful activity shall not be permitted in meeting rooms and such activity shall be a basis to deny the use of the library meeting room by groups or individuals violating this policy
- It is the responsibility of the group engaging the meeting room to uphold all library policies
- Noise levels from the meeting room must not disturb library patrons or staff. Meetings may be terminated if they are disruptive to library services.
- The library will not store or be responsible for personal belonging of those using the public meeting room.
- Groups serving food and/or beverages must provide their own dishes, cups, utensils, napkins, and other needed supplies.

- Please leave the meeting space as you found it—tables and chairs returned to their original setup, trash removed, and lights turned off before you leave.

Reservations and Cancellations:

- To ensure equitable access to the community, reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorized by the Director; limited series of weekly or daily meetings may be scheduled at the discretion of the Director.
- The library reserves the right to cancel the reservation on the basis of safety or the operational needs of the library. If the library must cancel your reservation, the library will contact the responsible person at the number listed as soon as possible.
- Notice of cancellation by your organization should be made to the Library Director as soon as possible. After 30 minutes a group may forfeit its reservation if it fails to appear as scheduled. If a group fails to show for two meetings in a row and does not call to cancel, all future reservations are forfeited until the group calls to reschedule.
- Individuals or groups that have been denied access to a meeting room, or that have had their meeting room usage suspended may submit a letter of reconsideration to the Library Board of Trustees.

Fees and Deposits:

- To defray the costs of reservation, the library charges a nominal but important user fee as follows:
 - Authorized groups may use the Community Room at no charge for activities lasting less than two hours.
 - The fee per use for activities lasting from 2-4 hours is \$25.
 - The fee per use for activities lasting over 4 hours is \$50.
 - Fees must be paid by the end of each month.
- There is a \$25 fee if the kitchen and meeting room are not left clean and orderly.
- There is a \$250 fee if a community room key is borrowed and not returned.

Insurance:

- For events found to be consistent with the Library's charitable mission of education and information access and routine operations, no insurance is required.
- For events that are consistent with the Library's charitable mission of education and information access, but exceed the library's routine operations, proof of adequate insurance, naming the library as "additional insured" will be required.
- Examples of events requiring adequate insurance include but are not limited to: workforce training, meetings of organization's employees, physical education classes (such as yoga or dancing), CPR classes, use of power tools, cooking or food preparation, professional services, and anything medically related.
- **To enable adequate time for assessment, when required, proof of insurance must be provided not later than ten business days before your event.**

Adopted by the Library Board of Trustees on 09/14/2026