

ALLERTON PUBLIC LIBRARY DISTRICT
PROGRAM ROOM POLICY

Acceptable type of events/usages

- The Program Room may not be used for:
 - Profitable reasons
 - Private parties
 - Non-library programs that involve the sale, advertisement or promotion of products or services
 - For religious services, political rallies, caucuses or campaigns for specific partisan political issues (study groups and public forums are permitted)
 - Programs which would disrupt library operation caused by loud noise or those that are a safety hazard or security risk

Reservations

- A valid, in good standing Allerton Public Library card is required for all reservations.
- A Program Room Use Agreement Form must be completed in order to schedule use of the room. Forms can be found on the library website or obtained at the circulation desk. The date/time of reservation is not guaranteed until the form has been completed and approved by a staff member.
- Reservations are only for two hours at a time and can be made up three months in advance. The Library Director may extend the time allotment on a case by case basis. No group may have the room more than once a month. The library reserves the right to limit the number of reservations to ensure that use of the room does not become excessive.
- If the room is not reserved or in use, individuals or small groups (3 or less people) may ask to use the room on a walk-in basis for no more than two hours or until the room is needed for library purposes or another reservation. No one may use the room without speaking to a staff member.
- If an event is cancelled, the group must notify the library as soon as possible. Any group that cancels or no-shows more than twice without notifying the library may be denied future use.

General Use Policies

- Library programs have priority use. The library reserves the right to revise any previously made reservation by providing a two week notice of the event.

- Room usage is only available during the library's hours. The library reserves the right to cancel because of weather or other conditions. If the library is closed, all reservations are canceled during the closure.
- Permission to use the room does not constitute an endorsement by the library nor support of viewpoints expressed by outside groups using the Program Room.
- All meetings must be open to the public. There must be no admission costs.
- Room users are responsible for setting up the room. The room has chairs for 50 people and 12 tables. The room must be left in clean condition with surfaces clean and tables and chairs put away. All trash must be put in the trashcan.
- All beverages must be covered. Light refreshments may be served.
- Decorating is not allowed.
- The group and users will be held liable for any damage done to the premises, furniture or any equipment and may be denied future use if damages are noted. A \$50 damage deposit will be required upon room booking. The deposit will be returned if no damage is noted. If room damage exceeds \$50, the remaining cost will be billed to the user.
- Any meeting with children under the age of 16 must have adult supervisors who remain with the children at all times. Siblings of children attending the meeting must also be supervised. If children are still present when the library is closing, adult supervisors must remain with the children outside of the library until parents/caregivers arrive.
- The use of hazardous materials including but not limited to candles, firearms, tobacco, drugs and alcoholic beverages are not permitted at any time.
- The Library is not responsible for any equipment, supplies, or materials brought to the library by users of the Program Room. The Board of Trustees and staff do not assume any liability for groups or individuals attending a meeting.
- All groups using the Program Room must abide by the Library Use Policy.

This policy is subject to periodic review and change by the library's Board of Trustees.