

## **Taylor Community Library Alma H. Rees Meeting Room Policy**

The Alma H. Rees Community Meeting Room is available without charge to community groups and organizations of Lackawanna County whose main purposes are: education, cultural and/or civic.

No organization will be granted use for the Alma H. Rees Community Meeting Room for any of the following:

- Sectarian or religious functions
- Commercial endeavors
- Partisan political purposes
- Functions that are primarily social in nature

All meetings must be open to the public. Groups using the room may not charge admission or seek any type of donation. The room may be used by only one group at a time. The exception to this rule is that two small groups may use the room if the divider is in place.

To reserve the Alma H. Rees Community Meeting Room a signed form (available at the Circulation Desk) must be submitted to and approved by the Taylor Community Board of Directors by the third Thursday of each month. No request may be submitted more than three months prior to the meeting date. Regularly scheduled library activities (story hour, board meetings, etc.) will take precedence over outside group use.

The Alma H. Rees Community Meeting Room is available from the time the library opens to one half hour prior to its closing.

Maximum capacity of the Alma H. Rees Community Meeting Room is 48 . This is not to be exceeded.

Smoking is not permitted in the Alma H. Rees Community Meeting Room.

Permission to serve light refreshments (coffee, tea, etc.) may be granted upon request. No alcoholic beverages are permitted on the library grounds/premises.

The library is not responsible for equipment, supplies, materials or other items owned by a community group and used by them in the Alma H. Rees Community Meeting Room, or for personal property of those attending. The organization holding the meeting assumes responsibility for any damage done to the Alma H. Rees Community Meeting Room, its contents, the building and the grounds or any personal injuries sustained by attendees. All groups using the Alma H. Rees Community Meeting Room, will be asked to sign a waiver releasing the Taylor Community Library of any responsibility in the event of an accident resulting in injury.

Approval granted by the Taylor Community Library Board of Directors for the use of the Alma H. Rees Community Meeting Room does not constitute endorsement by the library of views expressed by any speaker or group.

All groups using the Alma H. Rees Community Meeting Room will be asked to sign a waiver releasing the library of any responsibility in the event of an accident resulting in injury.

I hereby agree to the above provisions and accept the conditions to reserve the Alma H. Rees Community Meeting Room.

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Organization/Group Name

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Signature

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Date

Taylor Community Library  
Alma H. Rees Community Meeting Room Request Form

Date Submitted: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Reason/Purpose for using room: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Certificate of Insurance: \_\_\_\_\_

Serving Refreshments: \_\_\_\_\_