



North Pocono Public Library Community Room Policy

PURPOSE

The North Pocono Public Library (NPPL) community room is primarily available for the NPPL's own programs or those library programs co-sponsored with other groups. The following policies do not apply to library events or Library-sponsored events or programs.

When the community room is not in use by the library, it is available on a first come, first served basis to groups and organizations specified in this document. These users are scheduled on a day-by-day basis.

There will be no commercial use of the community room: however, a for-profit organization may have a program if it offers to the public timely information presented by knowledgeable or skilled professionals, but no fees can be charged or solicitations made by the for-profit organization holding the program during a non-library-sponsored program. Non-profit groups or organizations may charge for material fees, with permission from the Library Director.

The North Pocono Public Library provides meeting room as a public service. Use of the community room does not imply endorsement by the NPPL of the policies or purpose of any group.

DEFINITIONS

Library-sponsored program is defined as a program where library staff works with an outside person or organization to create that occurs one time or on a recurring basis. The presenter or performer will adhere to the arrangement agreed upon between the library and the presenter. Examples include but are not limited to author readings, story time programs, and educational presentations.

Non-library-sponsored program is defined as a program or event that is not associated with the NPPL. The use of the community room is subject to approval from the Library Director and availability of the room. The program facilitator must adhere to all library policies.

APPLICATION

The North Pocono Public Library has first priority in the use of the community room. All other use of the community room will be on a first-come, first-served basis. A signed Community Room Request Form must be completed and submitted to the library no later than 14 (7) days in advance of the meeting. The application

must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of meeting attendees and for any damages.

Regular use of the community room may be granted at the discretion of the library. However, to promote accessibility of the community room for library events as well as to a wide variety of community groups, the library may limit reservations for any and/or all groups and/or individuals.

Each application will be reviewed and the contact person will receive confirmation. The community room will not be considered scheduled until confirmation is made.

GUIDELINES

The following statements apply to all groups and organizations using the library's community room:

- Community room use is free with confirmation by the NPPL. Donations are always appreciated.
- The community room may not be used for any of the following:
 - For purely social functions, unless library sponsored
 - For fundraising
 - For a commercial purpose
- Meetings may not begin before the library is open.
- Meetings may not be held by outside groups on Sunday because the library is closed.
- Meetings expected to end during library hours must be concluded 15 minutes before closing time.
- The applicant and/or group leaders must be familiar with the provisions of the community room policy and emergency procedures.
- The community room seats up to 90 people. Chairs and tables are available for groups to set up for their needs. Kitchen facilities with a sink, refrigerator and microwave are available, but no supplies, food or beverages are included.
- A large screen television and DVD player are available in the community room. Equipment should only be operated by those who are familiar with how to use it properly. An appointment should be made if instructions are required.
- It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the community room.
- The individual or group sponsoring the meeting is responsible for the condition of the community room, kitchenette and restrooms and is responsible for any damage to the community room, kitchenette and restrooms or equipment, furniture, walls, doors or floor covering incurred during the program. The community room, kitchen area and restrooms must be left in the same condition in which they were found; preparation and cleanup of the room is the responsibility of the organization or group.
- If the community room requires professional cleaning after the meeting, a fee of \$200 will be assessed against the organization and/or group and may result in future denial of meeting room requests.
- The organization and/or group using the community room is responsible for any damage that occurs during or is a direct result of their meeting.
- The library staff is not at the disposal of the group.
- Meeting room attendees may not leave children unattended in the library.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event. No storage of the organization's items or equipment is available before or after the meeting, except at the discretion of the Library Director.
- The NPPL assumes no liability or responsibility for any accident or loss of personal property that might occur as a result of the use of the community room.

- The removal of library property including furniture, equipment, and items affixed to the walls from the library is prohibited.
- Smoking, use of controlled substances and gambling are prohibited.
- Alcoholic beverages are prohibited except for library sponsored functions with approval of the Board of Directors.
- Lighted candles or flames are prohibited. The only exception to this is the use of Sterno by caterers.
- Nothing may be attached to the walls, ceiling, floor, furniture, windows, accordion sliding room divider or doors.
- The NPPL reserves the right to cancel at any time any meeting or program if necessary. The library will not be held responsible for any costs incurred as a result of such cancellation. The organization's contact person will be notified by the library 48 hours in advance, if possible. It is the responsibility of the organization to notify attendees of the cancellation.
- In the event that the library closes due to an emergency or inclement weather, use of the community room is automatically cancelled.
- If an organization cancels its event or meeting, the library must be notified in advance.
- Meetings must comply with any Federal, State, or local law.
- Failure to comply with this policy may result in denial of future use of the community room, financial liability for damages, and/or removal from the community room.