

Multi-purpose Rooms Policy

I. Purpose

- A. The Fayette Community Library (FCL) has multi-purpose rooms that are primarily used to hold and support library functions and further the goals of the library. When not in use by the FCL and its affiliates, these spaces are available to local agencies, clubs, businesses, other organizations, and the public. These spaces also help fulfill the library's role as a community center, where the public can attend informational, educational, civic, and cultural events. The FCL and its affiliates will have priority for scheduling.
- B. In accordance with the ALA *Library Bill of Rights* (Article VI) and its interpretation pertaining to meeting rooms, the library makes meeting facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- C. ***Use of the community rooms by groups or individuals (including the content of program, or views expressed by the participants) does not imply endorsement, support, or sponsorship by the Fayette Community Library, its staff, the Library Board of Trustees, or the City of Fayette.***
- D. ***Failure to comply with any of this policy may result in immediate or future denial of permission to use the library's multi-purpose rooms.***
- E. ***Interpretation of this policy is left to the discretion of the Library Director. Final authority rests with the Library Board of Trustees.***

II. Facilities

A. Community Room

1. 72-person maximum capacity.
2. Handicap accessible.
3. Adjoining restrooms.
4. Emergency exit.
5. Kitchenette includes refrigerator, microwave, coffee maker, and electric kettle.
6. Available equipment to use: TV, DVD player, Laptop, and LCD projector.
7. Wi-Fi accessible.
8. Tables and chairs are available to use, however, responsibility for set-up and clean-up remains with the requestor.

B. Study Room

1. 6-person maximum capacity.
2. Equipped with table and chairs.
3. Adjoining restrooms.
4. Wi-Fi accessible

III. Fees & Scheduling

Events sponsored by FCL, FCL Board of Trustees, & Friends of the FCL may be exempt from the following:

A. Community Room

1. FCL reserves the right to determine whether the proposed use of the facility is appropriate and to give or withhold permission for such use.

2. Reservations must be made by a person 18+ years of age. This person is responsible for the use, care, and supervision of the facility during the scheduled event.
3. Reservations are made on a first come-first serve basis and may be made in person, by e-mail, or over the phone with library staff members in charge of the Community Room schedule.
4. The priority for scheduling is as follows: elections (FCL is a designated polling place), FCL & Affiliates, City & County government, Non-profit organizations, businesses and professional organizations (profit and non-profit, see rules concerning sales or solicitations of goods and services), and then general public.
5. The Community Room charge is \$25 dollars for 4 hours of use time. Additional time will be charged at the rate of \$10/per hour.
6. Non-profit 501(c 3) organizations may use the room once during the calendar month free of charge if the meeting is open to the public. Any subsequent meetings during the month are subject to the standard \$25 charge.
7. Payment is expected by the time the key is picked up, unless prior arrangements have been made with the Director.
8. The key will come in a zippered bag that may be returned in either book drop box, or brought inside during open hours by the following day. The key bag will also have a small survey we would like you to fill out for quality and statistical purposes.
9. Cancellations must be made one week prior to the scheduled event.
10. Groups and individuals may not sell merchandise, solicit for later sales, contacts, or placement of orders, nor charge admission fees.

B. Study Room

1. No charge for the study room.
2. Available whenever the library is open.
3. Reservations can be made in person or by calling or emailing the library. If nothing is scheduled, the room is available on a first come, first serve basis.

IV. Rules & Regulations

Events sponsored by FCL, FCL Board of Trustees, & Friends of the FCL may be exempt from the following rules and regulations.

A. Community Room

1. Room capacity of 72 must be observed.
2. Any event held during library hours must not interfere with library operations, this includes being responsible for any child supervision your group may require. Music or audio should be limited in volume so as not to disturb library patrons.
3. The group using the room is responsible for any initial set-up and also for resetting the room to its original state. Photos are posted near the main entrance for reference.
4. The person or entity requesting the room is responsible for all reasonable repair or replacement cost for damage to the room, fixtures, or equipment utilized.
5. No materials may be affixed to the walls, ceiling, or floor without approval from the Director.
6. Library property stored in the room, including chairs, may not be removed or transferred to other areas without approval from the Director.

7. There is no storage available for groups using the library unless approved by Director. The library is not responsible for lost or damaged materials/equipment left in the library.
8. Smoking (including e-cigarettes and vapes) and the use of tobacco products, alcoholic beverages, and controlled substances are not allowed in the library or on library grounds.
9. Weapons such as explosives, firearms, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons are not permitted on library property or at any library-sponsored event unless they are in the possession of a law enforcement officer.
10. Kitchenette is available for preparing refreshments, snacks, and uncooked meals. No cooking is allowed in the Community Room. Please provide your own paper goods. You may use the FCL's reusable dishes and utensils; you are responsible for washing them after use.
11. Please wipe down tables, chairs, counters, and appliances you have used. General cleaning supplies are found under the sink. You are also responsible for vacuuming the floor (vacuum is located in hallway utility room, along with other cleaning supplies) if necessary. Please see the posted checklist near the main door to make sure the room is tidy when you leave.

B. Study Room

1. Room capacity of 6 must be observed.
2. Community Room rules and regulations will be followed, where applicable.

V. Staff Assistance

- C. The staff is not available to deliver phone messages, unless there is an emergency.
- D. Presenters using the Community Room equipment are expected to have a basic knowledge of their use. Staff can help with basic questions.
- E. If you would like a more in-depth lesson on the equipment, please contact the Director to set up a time with a staff member prior to your event.