



Meeting Room Policies and Rules of Use

The Library offers three spaces for use by the community. There is a Conference Room with a capacity of 15, a Community Room with a capacity of 37, and a Pavilion with a capacity 294 for standing room only and 98 with tables and chairs.

- A. Use of the facilities for Library-sponsored or co-sponsored meetings or programs shall have priority over all other requests.
- B. The Library welcomes public use of its meeting spaces by local community groups for meetings, classes, recitals, workshops, and programs.
- C. Use of a meeting space by a group or organization does not in any way constitute an endorsement by the Library of the group or organization, its activities, or the ideas and opinions expressed during the course of meetings or programs held at the Library.
- D. The Library meeting spaces are not available for religious services or partisan political events.
- E. The Library cannot guarantee the spaces for regularly scheduled meetings. Groups may hold regular meetings with the understanding that the Library has priority and may require a group to reschedule a meeting or hold it elsewhere.
- F. Any use of the meeting rooms is at the discretion of the Library Director. The Library reserves the right to cancel a scheduled use of its meeting space with three (3) weeks' notice if the space is needed for Library programming.

Conference Room – Maximum Capacity 15

- A. Scheduled Library functions have priority.
- B. Privacy in this room is not guaranteed. Staff access is required at all times.

C. It is not available after library hours to non-Library groups.

D. Eating and serving food in the Conference Room is prohibited without prior approval. Covered beverages are permitted.

Community Room – Maximum Capacity 37

FEES -

A. There is a fee of \$25 per hour for use of the Community Room during Library hours for use of the room by an individual or for-profit organization.

B. For all users, including nonprofit community groups, if use of the room begins before or ends after regular Library hours there is a \$25 per hour charge for all hours of use, a \$50 closing fee and a \$100 refundable security and janitorial deposit. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

D. For groups that need use of the kitchen area there is a \$250 refundable security and janitorial deposit.

E. For-profit groups and organizations that have liability insurance must submit proof of insurance for any use of the Community Room for events that are not sponsored by the Library. All insured applicants must also sign the provided Indemnification Form. *Individuals* requesting use of the space should show us a copy of their homeowners' and/or liability insurance. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

F. Fees, deposits, and proof of liability insurance must be submitted three (3) weeks before the event.

POLICY -

A. Use of the Community Room by non-Library groups must be arranged in advance by application. Making an application does not constitute a reservation. Applications are available from and must be submitted to the office of the Library Director. See section below re: Applications.

B. When in use, the room will be closed off from the children's area by the sliding divider.

C. The room is equipped with a several tables, chairs, a simple sound system, microphone, digital projector, and a projector screen. Laptops and office supplies are not provided. The staff is not available for other than regular library assistance.

D. There is a kitchen with a sink, refrigerator, and microwave adjacent to the Community Room. The microwave may be used only to warm food. No cooking is allowed.

Pavilion – Maximum Capacity 294 for standing room only and 98 with tables and chairs

FEES -

A. There is a fee of \$100 per day for use of the Pavilion by an individual or for-profit organization.

B. For all users, including nonprofit community groups, if use of the pavilion begins before or ends after regular Library hours there is a \$50 opening and/or closing fee and a \$100 refundable security and janitorial deposit. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

C. For-profit groups and nonprofit organizations that have liability insurance must submit proof of insurance for any use of the Pavilion for events that are not sponsored by the Library. All applicants must also sign the provided Indemnification Form. *Individuals* requesting use of the space should show us a copy of their homeowners' and/or liability insurance. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

D. Fees, deposits, and proof of liability insurance must be submitted three (3) weeks before the event.

POLICY -

A. Use of the Pavilion by non-Library groups must be arranged in advance by application. Making an application does not constitute a reservation. Applications are available from and must be submitted to the office of the Library Director. See section below re: Applications.

B. No events may begin before 10:00 a.m. All events must end by sunset.

C. The Library's kitchen is not available for groups renting the Pavilion. Grilling, barbequing, or hot plates are not allowed at non-Library Pavilion events.

D. Renter must provide their own supplies, including garbage bags. Renters may provide their own sound equipment.

E. Bathrooms are available during Library hours only.

F. The Pavilion is equipped with a several folding tables and chairs. Library staff is not responsible for set up or clean up. The staff is not available for other than regular library assistance.

RULES OF USE - ALL SPACES

A. If a meeting or an event is to take place wholly or in part outside of regular Library hours, arrangements must be made with the Library Director for opening or closing the Library or the Pavilion storage shed.

B. The Library does not publicize non-Library sponsored events.

C. The placement of signs or banners of any kind on the building or grounds, other than those relating to the Library or its events, is not permitted.

D. The use of the name, address, or telephone number of the Roeliff Jansen Community Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited.

E. All publicity for non-Library events held at the Library must be clear as to the organization sponsoring the event. Publicity generated by a group may recite the Library name and address only in terms of the location of the event.

F. The Library reserves the right to close the Library in inclement weather or emergencies. In case of closures initiated by the Library, fees will be refunded.

G. The Library is not responsible for the security of property owned by an individual or group using meeting spaces.

H. Space Preparation and Decorating

1. Nothing may be attached to the walls, ceilings, fans, doors, or furniture without advance approval by the Library Director.

2. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. Deposit will be applied to the cost of repair of any damage to the space.

3. All preparations should be made the day of the event.

4. Confetti, rice, and balloons are prohibited.

5. Those using the Library's Community Room or Pavilion may not enter other areas of the Library after hours.

I. Cleaning

1. Events and cleanup must be concluded no later than 10pm. The floor

must be vacuumed or swept, chairs stacked or folded, tables folded and stored, and furniture that was moved restored to its original configuration. All kitchen utensils and supplies must be cleaned and put back in place.

2. All food, garbage, trash, and recyclables must be removed from the premises by the organization using the space.

3. All cleaning and removal of decorations shall be done immediately after the event and shall not be done the next day.

4. The security and janitorial deposit shall be held by the Library until the room has been inspected and found clean and undamaged. Allow 2 weeks for deposit reimbursement.

5. Any repair or cleaning that may be required as a result of the rental shall be deducted from the security deposit. If the Library is not satisfied with the cleaning done by the renter, the cost of cleaning, at the rate of \$60 per hour, will be assessed against the deposit.

J. Child Supervision

1. Children 7 years of age and under attending a program, meeting, or event must be under the direct supervision of an adult.

2. Children 11 years old and under must be accompanied by a parent or other adult when attending any meeting, program, or event at the Library. The adult must remain at the Library for the duration of the meeting or program.

K. Alcoholic Beverages - Alcoholic beverages are not allowed at non-Library sponsored events.

L. Smoking and Vaping – No smoking or vaping is allowed in Library spaces. Library policy prohibits use of tobacco or cannabis products inside the building or smoking or vaping within 100 feet of any Library buildings.

L. Music and Noise – music must be lowered in accordance with all State and Local ordinances. Music or noise should not disturb Library patrons when the Library is open.

M. Animals – No animals or pets, other than service animals, are allowed in the Library building, unless it is a Library-sponsored program. For outdoor events, animals must be kept on leash and all waste must be picked up by renter and removed from the premises.

Application and Cancellations

A. Application Form and Procedure

1. Reservations can be requested by filling out an application. Applications are available from and must be submitted to the office of the Library Director three (3) weeks prior to the event. Submission of an application does constitute a reservation. The applicant will be contacted by the office of the Library Director if use of the room is approved.
2. For-profit groups and organizations that have liability insurance must submit proof of liability insurance as well as a signed copy of the Indemnification Form provided with the application.
3. Fees, security deposits, and proof of liability insurance must be submitted three (3) weeks prior to the event.
4. The person signing the application form must be 21 years of age or older and be in attendance when the meeting space is in use. The person signing the application form shall be responsible for the conduct of the group, payment of bills, and for protection of Library property in connection with the meeting.
5. No group may transfer use of the room to another group.

B. Cancellations

1. Applicants who must cancel their reservations should do so at least 3 weeks in advance so as to accommodate other reservations.
2. The Library reserves the right to close the Library in inclement weather or unforeseen emergencies. In case of closures initiated by the Library, fees will be refunded.

**Approved by the Board of Trustees November 13, 2018
Amended May 19, 2026**