

## Community Room Policy and Application

**Note: Application must be printed, signed, and then mailed, faxed or brought to the library in person.**

The Board of Trustees of the Holmes Public Library welcomes the use of the library's Community Room for cultural, educational, civic and informational meetings of a nonpartisan, nonsectarian and nondiscriminatory nature, subject to approval by the Library Director.

### **General Conditions, Prohibitions and Procedures**

The Community Room is available free of charge to non-profit and governmental organizations regardless of beliefs and affiliations provided that no admission fee is charged and the room is not used for marketing purposes. Preference may be given to Halifax-based organizations.

All Community Room use requests must be submitted in writing to the Library Director for approval using the Community Room application. Library programs receive first consideration when scheduling the Community Room.

Use of the Community Room by any organization does not constitute or imply an endorsement of its beliefs, policies or programs by any library official or by the Board of Library Trustees. No group shall imply such endorsement or sponsorship in its publicity.

Meetings will be allowed only during the hours the library is open.

Permission to use the Community Room will be granted to those who are 18 or older.

Attendance is limited to 50 people, the seating capacity of the Community Room.

Light refreshments may be served. Use of the Community Room refrigerator and sink is permitted.

The individual or group requesting the Community Room will be held responsible for the arrangement of the room, returning it to the condition it was in before the meeting took place and for any damage to library property.

The library is not responsible for any loss or damage to personal property by those attending a meeting.

The library may close in the event of inclement weather or an impending storm. Organizations planning to use the Community Room in this event must call the library to ascertain if the library will remain open. The library is often closed when school is closed because of a storm or other emergency.

Use of the Community Room for private parties is prohibited.

Smoking of any type including e-cigarettes, and drinking of alcoholic beverages are prohibited in the library and on library grounds.

No sales or exchange of money may take place in the library except sales made directly by those groups affiliated with the library or authors/artists selling their own work to adult audiences immediately following a library-sponsored talk or performance. Children's authors/artists are prohibited from selling to audiences of children and/or families. Exceptions may be made at the discretion of the Trustees.

The library will not be used as a mailing address for any non-library affiliated group or organization. Except in an emergency, the library phone is not available for incoming or outgoing calls.

Revisions Adopted by the Holmes Library Board of Trustees on Tuesday, October 14, 2014

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### Meeting Room Application

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Program Date

Beginning & Ending Time

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Organization Name

Contact Person

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Street Address

City, State Zip

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Telephone Number

Email Address

Purpose/Description of Meeting: \_\_\_\_\_

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I have read the Community Room Policy statement above and agree to abide by this policy.

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Signature

Date