

## Nederland Community Library District - Policy

### **Community Room, Quiet Cube, and Facility Usage Policy**

#### **1.0 Purpose:**

The Nederland Community library's community room and other interior library spaces are available to be reserved for meetings, telehealth, and event use. Please see our separate Reading Garden Usage policy for Reading Garden Rentals, coordinated through the Nederland Community Library Foundation. All facility usage is to be consistent with the library's mission, including promoting literacy and strengthening our community through education, self-improvement, cultural and charitable events, informational meetings, civic undertakings, and the free expression of all points of view.

Activities and meetings shall not be closed to any person due to age, gender, sex, gender/sexual preference, race, religion, political affiliation, national origin, disabling condition, or any other federal or state protected classification. Organizations (unless co-sponsors of a library program) may not use the meeting room, more than once a month, for ongoing regularly scheduled operational activities, except with prior staff approval.

The Nederland Community Library District is a governmental entity and as such, all activities conducted in the community room and other reserved interior spaces shall be done in accordance with all applicable laws and shall be conducted on an equal opportunity basis. Carrying any firearm is prohibited on library property.

Commercial use for the purpose of sales or solicitation is not permitted.

#### **2.0 Definitions: NCL = Nederland Community Library**

#### **3.0 Policy:**

##### **Rules of Use**

In order to ensure equity of access for all our community members, we welcome individuals and groups to use our community room and Quiet Cube, with the following conditions:

- Quiet Cube: Priority will be given to patrons with tele-health needs, low vision, or other disabilities that create barriers to library usage. When the Quiet Cube is not in use, we encourage individuals to reserve the Quiet Cube for personal usage rather

than reserving the community room. Quiet Cube reservations will be in 2-hour increments.

- Individual use of Community Room. There are some activities (job interviews, tele-health) where individual reservations and private use of the room is allowed. These will be evaluated on a case by case basis. Individuals approved to use the Community Room must fill out the Community Room Application and are limited to two (2) reservations per week, and no more than five (5) reservations per month, at the library staff's discretion.
- Community Room usage: no products or services may be advertised, solicited or sold, with the exception of books and other resources sold at library sponsored or related events.
- No fundraising programs may be held in the community room except for library sponsored events, such as the Friends of the Library book sales.
- Fees to cover the cost of study materials used in classes, workshops, conferences and similar events can be collected by non-profit and governmental organizations; however, the purchase of study materials may not be a requirement for attendance and/or registration. Permission must be obtained in advance through library management.
- The community space must be reserved by adults 18 years old or older.
  - Youth (under 18) must have an adult sponsor who will be present during the use of the space.
  - Youth (under 18) must be supervised at all times by adults in their care.
- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought into the library or community rooms by individuals sponsoring or attending the meeting.
- Use of the community room by outside groups does not constitute the Library's sponsorship or endorsement of viewpoints expressed by participants in programs. Groups may not imply that the Library sponsors their meeting. Publication of misleading notices and advertisements will be considered a violation of these rules and future use may be denied. The Library phone number may not be given for contact purposes without prior approval
  - The following statement is to be included on any/all promotional materials, including, but not limited to signs/posters, flyers/mailings, press releases, online promotions, etc.:

*[Event] is funded and presented by [organization/individual] and is not sponsored by Nederland Community Library. For more information, please contact [insert your contact name and phone number]; do NOT include library contact information.*

- **Library personnel** have free access to enter the community room at any time. Library sponsored and co-sponsored programming and activities will have first priority in scheduling room use.
- By signing the application(s), user(s) accept responsibility and agree to pay for all damages or losses incurred to the Library's community room or its contents as well as the cost of excessive clean up.
- Alcoholic beverages are not permitted anywhere in the facility or on Library property except at special events hosted by the NCL Foundation, Friends of the Library groups or any library related organizations or associations. The necessary permits as well as written permission to serve alcoholic beverages at special events must be obtained in advance.
- Simple refreshments may be served. All food or drink must be kept within the community room. The group using the community room is responsible for all set-up and clean-up, which must take place during the time frame for which the room is reserved.
- Movies shown, or recordings played, must have the appropriate public performance rights. Obtaining the license and all applicable fees are the responsibility of the group (if it is not covered by the library's permit). Proof of public performance rights shall be provided prior to the event date.
- Use of the library for after-hours events will be contingent on staff availability.
- All Library rules and guidelines apply to use of the community room and space. Use of the premises may be terminated at any time if the conduct of the group, or any member of the group, violates any of the Library's rules and guidelines.
- If permission for the use of the community room is denied, the applicant may appeal to the Library Director in writing. If that appeal is denied and the applicant is dissatisfied with the reasons offered, the applicant may appeal to the Library Board during a regularly scheduled Board meeting.
- The Library reserves the right to cancel programs as needed for any weather, health, or safety related issue.

## **Fees**

There is no fee for use of the community room space during regular business hours by local non-profit groups or clubs. Non-profits and clubs may be required to show proof of non-profit (tax-exempt) status. A deposit and/or cleaning fee may be required. The space is available for up to 3 hours for after-hours usage, contingent on staff availability. After-hours usage of the facility will only be for library patrons with library cards in good standing.

## **Reservation and Scheduling**

Community room applications are available on-line or at the library. Reservations may currently be made online, by telephone or in person and are on a first-come, first served basis. Local groups (those in the library's special district service area) will receive priority for reservations.

However, the Library may pre-empt any meeting when warranted.

Reservations are considered tentative until the application and the reservation are confirmed.

Groups/Individuals **must notify the facility at least 24 hours in advance if they cancel their reservation.** In order to keep our space available for our entire community, if a group/individual does not follow our 24-hour cancellation policy more than two times within a calendar year, they may be subject to a \$25/hour advanced deposit for future reservations. Advance deposit will be refunded if the group/individual honors their reservation time. If a group has not arrived or called the library staff to report a delay within 15 minutes after the scheduled time, the staff may allow others to use the room.

## **Liability**

The person or organization who secured the reservation for use of the community room accepts full liability for any losses or damage that may occur to library facilities or equipment while in use by said person or organization. The person or organization fully releases and discharges the Nederland Community Library, the Library Board of Trustees, its directors, employees, and agents, from any and all claims for injuries, including death, and/or property damage and any other damages or losses which may arise or which may be alleged to have arisen out of, or in connection with the meeting.

This policy is subject to change periodically.

## **4.0 Attachments: (Meeting Room Application Forms)**

**5.0 Revision History:** Revision -1 July 27<sup>th</sup>, 2016. Revision-2 November 14, 2018  
Revision-3 January 30, 2019, Revision-4 April 2025