

Community Room Policy

If you are interested in using the Community Room, please read the policy below and complete the application form.

The Community Room in the Spring Green Community Library is primarily for the use of the Library's own programs. When it is not needed for activities related to the Library, it will be available for use by local community groups, subject to the policies established by the Library Board.

The Community Room may be used for programs sponsored by governmental units, non-profit educational and cultural agencies, community service agencies and other responsible organizations. Granting permission for the use of the Spring Green Community Library does not imply endorsement by the Spring Green Community Library or its Board of the users or the users' beliefs. The Spring Green Community Library Director will hold the final word as far as who will or will not use the Community Room at the Library.

Admission fees shall not be charged. Possible exceptions to this rule may be made for a program or educational course that requires a registration fee or tuition; particularly if the Library itself is sponsor or co-sponsor of such an event. All room scheduling that involves admission charge or tuition shall be subject to Board approval.

- Library equipment may be used only with pre-approved permission from the Director and stated beforehand on this application.
- Outside groups who are using the Community Room may serve light refreshments when their plan to do so has been approved by the Director.
 - The staff kitchen will be available for preparing coffee, tea, or other non-alcoholic beverages, and the kitchen counters may be used for serving of light refreshments that have been prepared elsewhere. Each group will provide its own kitchen and serving utensils and will, of course, leave the kitchen and room clean after using it. Any use of library products (paper plates, napkins, garbage bags) will be replaced or reimbursement charges will incur.
- A group composed of minors (less than eighteen years of age) must have an adult present at the meeting. This person must also sign the meeting room application form.
- The Library's programs or periodic cleanings will always take precedent over any bookings.
- Groups must contact the library at least 24 hours in advance if they need to cancel their reservation. Exceptions will be made for inclement weather.
- Groups must fill out the Community Room Checklist if using the room outside of Library hours. Failure to follow any of the procedures outlined on the list may result in denial of future use of the meeting room and the group will be charged using the following guidelines:

Lights left on (room or foyer light): \$10.00

Doors left unlocked: \$50.00

Lost community room key: \$100.00

- Any damage which happens, and is felt by the Library Director to be other than accidental, will be the responsibility of the organization using the room to rectify.

Misrepresentation of any of the above data or failure to abide by the rules established will be cause for denial of further use of the meeting rooms of the Spring Green Community Library.

Approved by the Library Board: 10/13/2009

Last Revised: 11/8/2011, 3/8/2016, 10/30/2023