

Kasson Public Library, in keeping with the American Library Association's Library Bill of Rights, makes its community room available for meetings and programs conducted by not-for-profit groups on subjects of educational, civic or cultural interest. The meeting and study rooms are available on a first-come, first-served basis, and may be reserved in advance. Programs, classes or other activities of Kasson Public Library take precedence over non-library use of these rooms.

**The meeting room is not available for commercial use, social or private events or non-Library fund-raising activities.** These include seminars, workshops and lectures presented by for-profit law firms, financial institutions, real-estate agencies, health-care providers, or dance and music teachers

**All meetings must be open to the public.** No admission fees may be charged, no products may be sold and no suggested "donations" taken in advance or at the meeting.

#### **ELIGIBILITY**

Non-profit community, civic, cultural and educational organizations are eligible to use and reserve the community room. The contact person representing the organization must:

- be at least 18 years of age
- sign an agreement for responsible use of the room.

#### **REGULATIONS AND PROCEDURES**

1. An application for use of the community room (see Appendix) must be completed in person at least 3 days prior to the meeting **and before** it can be reserved.
2. The community room is to be left clean and all trash placed in receptacles. Chairs and tables should be moved back to the original arrangement as found.
3. It is preferred that food and beverage not be brought into the community room. If they are nonetheless brought in:
  - absolutely **NO PEANUT PRODUCTS** may be brought in or consumed
  - the group's representative will be held financially accountable for any stains/damages incurred.
4. Cleaning fees up to \$50 may be assessed if the room is left cluttered or stained. Damage fees may be assessed for the cost of repair. The group's representative will be given a warning and the fee must be paid before the group may meet again. Should any additional damage occur, the group will again be assessed a fee and will forfeit the privilege of using the community room.

5. No smoking or alcohol is allowed in the community room.
6. The library should be notified as soon as possible when a meeting is postponed or cancelled. **8**
7. Scheduling for the community room may be made up to a year in advance, and the application form will be reviewed and re-submitted annually.
8. Because of potential damage to paint and the cost of cleaning, no tape, adhesives or tacks may be used on the walls of the community room.
9. Private property to be used or brought into the community room is the owner's responsibility, and the library will assume no responsibility for private property used in the library.
10. The community room's maximum capacity is 48 people, and 30 if using tables and chairs.
11. The group's representative may pick up a library key to the room if the meeting is to occur after hours. The key must be placed in the book-drop immediately following the meeting.
12. Groups are responsible for the supervision of all children present, and at least one (1) adult for every eight (8) children must be provided.
13. The Library Director makes all final decisions regarding eligibility.

***Kasson Public Library Board of Directors***

***Approved: December 8, 2020***