

Sumner Public Library Program Room Policy

The Sumner Public Library, as an additional service to the community, is making its program room available for use by groups and committees. The Board of Trustees invites any educational, cultural, or non-commercial group to meet in the library program room, subject to the following conditions and policies:

Use

The library provides its program room for use by the public for meetings or programs appropriate to the physical facilities and compatible with the library's mission statement and plan for services.

1. Library, library-related, and educational programs have priority in the use of the facility.
2. The library reserves the right to limit or deny use by any one individual, group, agency, or organization in order to encourage the broadest possible use of the room.
3. Single (once a year) reservations may be made up to one year in advance.
4. The room is not to be used for the direct sale of merchandise for the purpose of profit. No individual or group may charge a fee to persons attending activities conducted by said individual or group in the room. An exception to this rule is someone working with students for educational (not commercial) purposes, e.g. tutoring, GED classes or the collection of material fees. Also, normal collection of dues or memberships during group meetings by non-profit organizations will be permitted. **No other financial transaction, including sales or purchases, is permitted.**
5. The library director is authorized to deny permission to use the room to any group or individual that is disorderly, questionable, or objectionable in any way, or violates these regulations.
6. The fact that a group meets in the library does not constitute an endorsement of the group's policies or beliefs.
7. The south door of the program room is an emergency exit but may be used to load and unload supplies needed for a program. All program attendees should use the entrance doors of the program room off of the library entrance, which is handicap accessible.

Reservations

1. Application for permission to use the room shall be made to the library director or ranking staff member on duty by an adult (age 21 and over).
2. Any individual or representative of a group requesting reservation of the room may do so by phone or in person but an application form must be completed and deposit paid prior to use of room. The fee may be waived at the discretion of the Library Director.
3. Said person will be held responsible for any problems arising and any costs resulting from the specified use.
4. The library staff person on duty will unlock the room and at the end of use check the condition of the room and lock all doors.
5. **EVENTS SCHEDULED WHEN THE LIBRARY IS NOT OPEN** - All meetings and programs should be scheduled during the library's open hours. If they are outside of these hours, there will be a charge of \$20.00 per hour. This charge will be payable at the time of application plus a \$25.00 deposit. Billable time includes setup and clean up if outside of the open hours, but time less than a full hour will be pro-rated. Arrangements are to be made and approved through the library director. Staff availability must be confirmed before the room is booked for events scheduled when the library is not open.
6. **EVENTS SCHEDULED DURING OPEN LIBRARY HOURS** – There is no charge for using the room, but free will donations to cover utilities and general wear and tear will be accepted. However, there will be a deposit made prior to use of room. Upon applying to use the program room during open hours, the user shall pay to the library a deposit of \$25.00.
7. Cancellation of reservation: the library must be notified of cancellation 48 hours prior to the start of the event or the deposit will be forfeited.
8. The refundable deposit will be made available for return after the program room has been inspected and no damage has been found. The inspection will consist of all the items on the attached list. The room must be clean, be returned exactly to its posted set-up, and all trash removed from facility to avoid charges. The deposit refund must be picked up at the library within 30 days following the event.

Restrictions

1. Smoking is not permitted in the facility. No alcohol or controlled substances may be consumed on the premises.
2. Meetings scheduled during the library hours will be such meetings that do not interfere with the normal operation and management of the library.
3. Children's groups must have constant on-site supervision by an adult (age 21 and over). The library staff is not responsible for supervising children.
4. Materials or decorations on the walls, woodwork, or doors are prohibited. Anything moved in on the floor, which may damage it, is also prohibited.
5. The library will not care for or store any materials for groups or individuals using the facility, nor be responsible for them while they are on the premises.
6. No meals or foods other than beverages (non-alcoholic) may be prepared in the program room. Light luncheons, brown bag lunches, or snacks are permitted. Refreshments must be kept in the program room. Users must provide their own plates, cups, etc. and equipment. A coffee pot is provided. Room must be left clean and in good order.
7. The use of the library's name in distributing partisan literature or for an organization's mailing address is not allowed.
8. Use of the library program room must be in compliance with the Americans With Disabilities Act. This means the presenter must provide qualified interpreters or auxiliary aids if requested. The cost of such reasonable accommodation is the responsibility of the user.
9. Use of Library ceiling mounted projector, speakers and drop-down screen is permitted. Presenter must use own laptop. Specify A-V needs at time of reservation.

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Program Room Checklist

Please help us keep the program room clean and orderly. Return the room to the order and condition in which it was found.

Check all areas that pertain to your use of the room.

1. Tables and chairs are clean.
2. Tables and chairs have been returned to original location and arrangement.
3. Tables and chairs taken from the storage room are returned to the storage room and stacked in an orderly fashion.
4. The carpet has been vacuumed. A vacuum cleaner is located in the storage room. Any spills on the carpet need to be cleaned up. Ask staff for the appropriate cleaner.
5. Walls and partitions will be free of marks.
6. The counter is wiped clean.
7. The sink is rinsed and any stains or food deposits have been removed.
8. The coffeepot or other items used are washed, dried, and returned to their storage place.
9. The refrigerator is wiped clean of any spills.
10. The microwave is wiped clean of any cooking residue.
11. Garbage has been bagged and removed from library. Additional garbage bags are located in the drawer by the sink.