



APPLICATION FOR USE OF COMMUNITY ROOM

Date of Application _____

Name of Organization/Group _____

Address of Organization _____

Group Leader/Contact Person _____ Phone _____

Purpose or Function of Meeting _____

Name of Person Filing Application _____ Phone _____

Email Address _____

Is meeting open to the general public? Yes No*

*Commercial or Private Use: \$25/session for each session of two hours or less.

ONE TIME USE - please fill in below:

Date Needed: _____

Time Needed: _____ until _____ Probable Attendance: _____

MULTIPLE OR RECURRING MEETINGS (weekly, monthly) - please fill in below:

(Must be updated at the beginning of each calendar year)

Dates or Days Needed: _____
(Example: 1st Monday night each month)

Time Needed: _____ until _____ Probable Attendance: _____

I have been provided a copy of the rules governing the use of the community room and I agree that my organization will comply with them. I agree that I will be responsible for any damage to the room and its furnishings. If a meeting is cancelled, I agree to notify the library.

Signature of Applicant (required) _____

Date _____

LIBRARY STAFF USE ONLY			
Date Received: _____	Approved: <input type="checkbox"/> yes <input type="checkbox"/> no	Reason for Denial _____	
Fees Paid? _____	Amount Received \$ _____	Check# _____	_____
			Staff Signature

Community Room Policy

The primary purpose of the community room is for library sponsored programs and meetings and these take precedence over all other scheduled meeting room events. Requests for use of the room is subject to final approval by the library director.

Non-commercial community groups, organizations, and individuals may use the community room, free of charge, when space is available. The meeting must be free and open to the general public and be of a civic, cultural, or educational nature. Non-commercial use also includes use by City of Decatur and Morgan County departments.

Commercial groups, businesses, and individuals may use the community room by completing an application and by paying a non-refundable rental fee, preferably at least seven days in advance. Meetings requiring the payment of a rental fee include: business meetings, paid tutoring sessions, private counseling sessions or interviews, meetings to promote commercial business or interests, or by non-profit groups requiring private meeting space. The rental fee is \$25 per session of two (2) hours or less. Fees will not be prorated.

General Information

- The community room seats up to sixty (60) individuals.
- The person submitting the application must have a valid library card with Decatur Public Library. A nonresident card may be purchased for \$15 and is good for one year.
- All non-commercial meetings and programs held in the room must be free, open, and of potential interest to the general public. Commercial meetings and programs may be closed to the general public. In either case, admission charges or fees, donation requests, or sales or promotion of services or products, are not allowed.
- Groups or organizations using the community room may not discriminate on the basis of race, color, national origin, sex, religion, age, or disabled status in the provision of services.
- Fund-raising activities are prohibited except those for which the library is the beneficiary.
- The community room is not available for social functions or activities such as private parties, weddings, political meetings (unless all candidates are invited), reunions, memorial services, or recitals, nor can it be used as personal office space.
- A professional practitioner may use the room to provide an educational program (free of charge and open to the general public) related to his/her field of expertise. During such a program no attempt may be made to sell, at the time of the program or in the future, a specific product or service. Therefore, the individual or entity offering the program may not hand out brochures promoting any business, product or service and may not solicit personal information (names, addresses, phone numbers, etc.) from the program participants, either as part of a pre-registration process or during the program itself.
- The person applying for use of the community room must be eighteen (18) years of age or older. Groups or individuals under age eighteen (18) must have an adult sponsor in attendance at all times. Groups with children under the age of eight (8) must have an adult/child ratio of 1:6 and the adult must be at least nineteen (19) years old (*Alabama Department of Human Resources*). Adults must remain in control of the children at all times including entering and exiting the library.

- Excessive noise or disruption to the functions of the library is not permitted.
- Copyrighted or commercially produced films, videos, and DVDs must have public performance rights in order to be viewed and the documentation for the performance must be cleared by the library director before it can be shown. It is illegal otherwise to show a commercial film in the library.
- Groups are responsible for notifying the library of a meeting cancellation.
- Should the library close due to an emergency or inclement weather, all meetings are cancelled.
- The library does not provide porter services for groups meeting in the facility nor storage space for their property. The library does not accept responsibility for materials that are lost or damaged.
- Library staff will not accept calls or relay messages to people attending meetings except in a medical emergency.
- Library staff will give the name and phone number of the person and group making the reservation to anyone inquiring about the meeting.
- The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs by the library, its staff, or its board of trustees. Groups may not use the library as their mailing address and library phone numbers should not be used for announcements, publicity or contact information.
- Library staff may attend or observe any meeting or any program at any time.

Reservations

- The community room is reserved only for use during the operating hours of the library. Meetings must terminate at least ten (10) minutes prior to the library closing. Access or deliveries for the meeting before the library is open to the public is not permitted.
- The room must be reserved for specific dates and amounts of time. The time periods should include enough time for set-up and clean-up.
- Requests for use of the community room must be made by completing the *Application for Use of Community Room* form. Reservations are on a first-come, first-served basis. Application forms are available at the library, on the library's web site decaturn.lib.al.us or, a copy will be mailed or emailed by calling the library at 256.353.2993, ext. 100. Forms may be submitted in person; by mailing to: Post Office Box 1766, Decatur, Alabama 35602; by fax (256.350.6736); or emailed to: proberts@decaturn.lib.al.us or reference@decaturn.lib.al.us.
- A copy of the application, indicating approval or denial, will be returned to the individual who has signed the application.
- The person signing the application form is considered the responsible party for any damages caused while the group is using the room.
- Reservation by one group or organization shall not exceed one meeting per week without special permission of the board of trustees.
- Reservations will be accepted for the current calendar year. The library will begin accepting applications after November 1 for the next calendar year. Applications for recurring use must be updated annually.

Room Setup and Cleanup

- Tables, chairs, and podiums are available and each group is responsible for setting up, rearranging, and taking down tables and chairs as needed. The library does not provide

audiovisual equipment or other types of equipment, or supplies. Furniture may not be removed or additional furniture brought in without library approval.

- Light refreshments and nonalcoholic beverages are allowed, although there are no facilities or equipment for preparing or storing food.
- Non-commercial groups are not expected to provide refreshments or supplies to those who attend who are not part of their group.
- The community room must be left in a clean and orderly condition. Tables and chairs must be wiped clean of any spills or debris and trash placed in proper receptacles. Users must pay the cost for repairs for any damages to facilities or equipment or for special cleaning services if necessary.

Interpretations of and exceptions to this policy may be made in the best interest of the library at the discretion of the library director on behalf of the board of trustees. These policies do not necessarily apply to events hosted or co-sponsored by the Decatur Public Library. Any group denied use of the meeting room may appeal in writing to the board of trustees, which will decide the matter at their next regularly scheduled meeting. The library board remains the final authority regarding the use of library facilities.

*Revisions approved March 11, 2014
Decatur Public Library Board of Trustees*