

PARCHMENT COMMUNITY LIBRARY MEETING ROOM AND GALLERY SPACE POLICY

WHO MAY USE THE MEETING ROOMS, AND FOR WHAT PURPOSES

1. The Library Director has the final authority to decide if any group may use the meeting rooms, using the criteria below. Library use of the meeting rooms takes precedence over all other uses.
2. Maximum attendance is limited to 50 people in the room on the lower level, and to 8 people in the Local History Room.
3. The meeting rooms may be reserved for use by local groups. A 'local' group is defined as one based within the Parchment Library District or one with a significant Parchment Library District membership.
4. Use of the library's meeting rooms may not include selling or moneymaking enterprises except those that may be sponsored by the Library itself or the Friends of the Parchment Community Library. Other groups may charge fees only to recover the cost of consumable materials or instruction, provided financial profit is not the purpose of the activity. Local business use is permissible when no selling, solicitation, or order-taking occurs.
5. These tax-supported facilities may be used only by groups whose membership is open to all without restriction based on race, color, religion, national origin, age, gender, height, weight, sexual orientation, or marital status. Religious groups may use the meeting rooms for non-sectarian or interdenominational meetings or programs of an educational nature. Political groups may use the meeting rooms for non-partisan or bi-partisan programs of an educational nature. Granting use of the facilities does not imply approval by the Library of the group, the meeting, or the ideas presented at the meeting.
6. Library facilities are not available for private parties or wedding receptions. Gambling, smoking, drinking of alcoholic beverages and use of illegal substances is not permitted on Library property.
7. The Library Director reserves the right to refuse use of the meeting rooms to groups because of noise, damage, misuse, or failure to abide by this policy.

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HOW THE ROOMS MAY BE RESERVED AND USED

1. **Reservations** for all meeting rooms are taken at the Circulation Desk.
2. The **Community Room** on the lower level may be reserved up to one year in advance and must be reserved at least a week in advance. Requests for reservations for more than one meeting, made on a space available basis, must be in writing and presented to the Library Director for approval.
3. The **Local History Room** may be used, without prior reservation, on a first-come, first-served basis. The Local History Room may be reserved up to 90 days in advance. Those using the Local History Room may use it up to one hour, and then must relinquish the room if others are waiting to use it. Those using the Local History Room must allow free access at all times to the library materials stored in the room.
4. **Starting and ending**: The meeting rooms will not be unlocked until the scheduled start time of each event. The meeting rooms should be clean and furniture returned to its original set-up by the scheduled end time. Evening meetings should be aware that the library closes at 8:00 pm Monday through Thursday, at 6:00 pm on Friday and at 4:00 pm on Saturday.
5. **Noise**: Users of the meeting rooms should be aware that sound carries into the library and they should speak quietly when not in the meeting rooms. Doors to the meeting rooms should be kept closed and all activities must take place in the assigned meeting room.
6. **Audio-visual equipment** is available for use in the meetings rooms and should be requested when the room reservation is made.
7. **Food and drink**: Light refreshments are permitted but no alcoholic beverages may be used. The Library does not furnish any equipment for food service. All rubbish must be removed from Library property.
8. **Damages**: A bill for any loss, additional cleaning, or damage to the meeting room will be sent to the person who reserved the room.

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GALLERY SPACE

1. Artists or groups of artists may use the gallery space for art shows. Upon request, artists must submit representative samples of the works to be displayed when the Library Director considers the application for use of the gallery space. Artists are responsible for hanging and taking down the shows, gallery sitting, publicity, and any other activities associated with art shows. The gallery space cannot be opened to the public unless an attendant is present. Granting use of the facilities does not imply approval by the Library of the artist, art group, or the art works displayed.
2. The gallery space may be reserved up to one year in advance and must be reserved at least a month in advance. The meeting rooms and the gallery space are not available on Sundays or holidays, except with the Director's permission.
3. All requests for use of the gallery space must be in writing and presented to the Library Director for approval.
4. The Library will not be responsible for any personal injury, loss or damage to any materials or objects belonging to anyone using the public meeting rooms or displaying works of art in the gallery space. Works of art should be insured by the artist or art group.
5. Nothing may be affixed to the walls of the meeting room. Users of the gallery space must hang art works using the molding and hooks provided and must display three dimensional art works on the pedestals provided or on the floor. A bill for any cleaning, loss or damage to the gallery space will be sent to the artist.

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