

Carbondale Public Library
Application for Use of Community Meeting Room

Date: _____

Organization: _____

Address: _____

The organization is a: Nonprofit Government Business

Contact: _____

Phone: _____ Email: _____

Date of Use: _____ Time: Start _____ End _____

Purpose of Meeting: _____

Estimated Attendance: _____

Will refreshments be served? Yes No

The organization reserving the space is responsible for the meeting room setup and breakdown.

The undersigned hereby states that they are a person authorized to make this application and further states that the undersigned has received a copy of the Community Meeting Room Policy, fully understands the rules, and hereby agrees to comply with the rules.

Signature _____ Date _____

Print Name/Position _____

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Approved  Not Approved

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Carbondale Public Library  
Community Meeting Room Policy

**Purpose/Principle:**

The Carbondale Public Library provides meeting room space for library programs and for other meetings and programs of an informational, educational, cultural, and civic nature. The library meeting room space is available to the community consistent with the library's mission of expression and exchange of ideas. Use of the facilities by other community groups is allowed when not needed by library or library-related activities, programs, and meetings, and when such use does not interfere with or disrupt the programs, activities, and normal operations of the library, or cause a security risk or safety hazard to library staff, property, or patrons.

**Meeting rooms may not be used for any of the following:**

- For a purely social purpose, unless library sponsored.
- For fundraising.
- For commercial purposes.
- For religious or anti-religious purposes.
- For partisan political purposes.
- For the benefit of private individuals.
- For any use for which the Carbondale Public Library elects not to permit.

The Carbondale Public Library reserves the right to accept, renew, or reject requests for use of the room under the established policy.

The Carbondale Public Library provides meeting room space as a public service but does not endorse the views or opinions of groups utilizing these facilities.

**Fees for use of the room:**

**Not for Profit Organizations:**

1. Free with proof of a 501(c) (3) status form, which may be obtained from the Internal Revenue Service to qualify for this exemption.
2. A donation to offset operating costs such as utility costs, etc. would be greatly appreciated.

**Other Community Groups or Businesses:**

1. For profit groups or businesses are charged a \$25 usage fee.
2. These fees may be waived at the Carbondale Public Library's discretion.
3. Payment of usage fee must accompany signed application.

**Regulations for use of meeting rooms:**

- The maximum capacity of the room is 40 and must not be exceeded.
- Smoking, controlled substances or gambling is not permitted.
- Alcoholic beverages are prohibited except for library sponsored functions.
- The meeting room must be left in a clean and orderly condition. Waste should be placed in the proper receptacles. The group using the room is responsible for total clean up. The library reserves the right to charge a fee if facilities must be cleaned. No custodial service is available.

- A limited number of tables and chairs are available. The groups are responsible for set up and take down.
- The library staff is NOT at the disposal of the group. It is the responsibility of the applicant and/or the group to provide any necessary equipment if it is not available in the meeting rooms.
- No storage of the organization's items is available before or after the meeting.
- To promote accessibility of the public meeting room to a wide variety of community groups, the library may limit meetings for any and/or all groups.
- Nothing may be attached to the walls, ceiling, floor, or furniture.
- Meetings may not extend beyond the library's closing time. Special arrangements can be made for groups to use the library's meeting rooms during the hours that the library is closed with 14 days' notice if staff are available.
- Lighted candles or flames, because of fire hazard, are not to be used within the meeting room.
- All equipment belonging to the group must be removed immediately at the conclusion of the program or event.
- If the library closes due to an emergency or inclement weather, use of the meeting room is automatically cancelled, and the usage fees will be reimbursed. The renting organization's contact person will be notified by the library. It is the responsibility of the organization to notify attendees of the cancellation.
- If the organization cancels its event or meeting, they must notify the library 48 hours in advance to receive reimbursement of usage fees.
- The library reserves the right to cancel any function due to natural disaster, power failure, weather, or other unforeseen circumstances. The library will not be held responsible for any cost(s) incurred because of such cancellations.
- Failure to comply with this policy may result in denial of future use of the library meeting room, financial liability for damages, and/or removal from the meeting room.
- Meeting room attendees may not leave children unattended in the library.
- Group leader must be familiar with emergency rules.
- The fact that a group is permitted to meet in the library's public meeting rooms does not in any way constitute an endorsement of the group's policies or beliefs. The Carbondale Public Library reserves the right to require that any public advertising of meeting(s) include the following statement: "The views of this program are not necessarily endorsed by the "Carbondale Public Library." The library's contact information (phone, fax, e-mail address, website, social media) are not to be included in any publicity that advertises the meeting unless the program is co-sponsored by the library.

#### Application and Insurance:

1. A signed Meeting Room Reservation Form needs to be completed and submitted no later than 14 days in advance of the meeting. Applications will be accepted no earlier than 8 weeks before the desired meeting date.
2. The application form must be signed by an authorized representative of the group who shall attend the meeting and be responsible for the conduct of the meeting attendees and for any damages.
3. Each application will be reviewed, and the contact person will receive confirmation. The meeting rooms will not be considered scheduled until confirmation is sent.

4. The group must furnish adequate insurance for bodily injury and property damage. Insurance certificate must indicate that the Carbondale Public Library is named as additional insured on the policy and include a hold harmless agreement from presenter. Any exceptions must be cleared with the Library Director and/or the Board of Directors. The certificate of insurance should display limits of at least \$500,000 for each occurrence, \$1,000,000 aggregate, and should add the Carbondale Public Library board members, employees, and volunteers as additional insureds.

*Adopted by the Carbondale Public Library Board of Directors June 27, 2023*