

FACILITY USE POLICY

The primary purpose of the meeting spaces at the Timothy C. Hauenstein Reynolds Township Library (TCHTRL) is for programs, classes, meetings, and events conducted or sponsored by the library to benefit the library and patrons within the community. Priority may also be given to programs or events conducted or sponsored by community groups and non-for-profit organizations whose aims are educational, cultural, and/or civic. The Friends of the Timothy C. Hauenstein Reynolds Township Library principal purpose is to promote and support the library; therefore, the Friends will also be given priority for their event and programs, including the annual book sale and Friends monthly meetings.

Study Tables and Study Rooms:

The Timothy C Hauenstein Reynolds Township Library (TCHRTL) encourages the use of the library for educational pursuits and provides study rooms for individuals to meet without disruptions.

General Regulations:

Study Rooms are not guaranteed, to ensure availability a person or tutor may call and reserve it in advance.

1. Library, Library related, and Library sponsored or co-sponsored programs have priority in the use of the facilities, study rooms.
2. Any use of the study rooms or the study tables that disturb regular library functions or otherwise violates Library policy, including but not limited to the Patron Conduct Policy, is not permitted.
3. The study rooms or study tables must be left in the same condition they were prior to the use.
4. Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.

Community Room:

Groups or individuals may rent the TCHRTL Community Room for meetings by requesting a date and time through the Library Director or a designated staff member. Reservations occurring no more than 1 time a month may be made up to 3 months in advance. Reservations occurring more than once a month can only be made 30 days in advance. All reservations are first come first served, with library/Friends programs receiving first priority.

Rental Fees:

1. \$50 for up to 4 hours of use.
2. \$20.00 plus staff salary an hour if the library is closed. A staff member must be present in the building while room is in use. (Depending on staff availability)
3. A cleaning deposit of \$50 for all users. This deposit is refundable after the room is inspected by staff member.

Hours of scheduling will include the total time involved in the meeting and the time the organization required the room for set up time until the room has been cleaned up and is vacated.

Since these fees are designed to help offset the costs of heating, lighting, air conditioning, cleaning, etc., they may be changed and take effect one month after approval by the TCHRTL Board.

Rules of Use:

1. Renters of the facility assume responsibility for setup and cleanup of the room.
2. There will be a \$50.00 cleaning deposit for all users.
3. Deposit will be refunded after room is inspected for damage to room or furnishings and cleanliness of the room.
4. Any and all damages will be the responsibility of the users.
5. Maximum occupancy is 134 in the Community Room.
6. The library is not responsible for any equipment, supplies, materials, clothing or any other items brought to the library or transported to the library property by any group or individual attending a meeting in the library.
7. The Library Board and Staff do not assume any liability for groups or individuals attending a meeting in the library.
8. Alcoholic beverages are NOT permitted.
9. Refreshments (i.e., coffee, soft drinks, tea, cookies, etc.) may be served in the Community Room. Any food served must be prepared off site.
10. If special cleaning fees are necessary due to the use of the community room, costs incurred may be billed to the entity responsible.
11. Organizations using the TCHRTL Community Room will provide all equipment and service utensils except as otherwise arranged at time of reservation.
12. Smoking is not permitted on the library property; this includes the community room.
13. Final acceptance or rejection of requests to use the meeting room will rest with the Library Director according to the above policies, or in consultation with the Library Board if special cases not covered by the above rules should arise.

History Room Use:

1. History room use is for Genealogy/History purposes first and foremost.
2. Due to the location and quietness of the history room it may be used for depositions.
3. Maximum of 6 persons and the fee being \$50 per session. Food and uncovered drink are not permitted in the history room due to the nature of the history room contents.

Violations, Penalties, and Appeal:

1. Failure to comply with the terms of this policy may result in a forfeiture of Facility Use privileges as determined by the Library Director. Violation, penalties and Appeals shall be administered as defined in the Patron Conduct Policy.

Adopted: 05/21/2022