



## Community Room Policy

In order to encourage civic engagement and the sharing of ideas and experiences, Polk County Public Libraries (PCPL) provide community rooms in both the Columbus and Saluda libraries. Rooms are available for public use, free of charge, when not in use by the Libraries.

### Guidelines for Community Room Use

- Events must be free and open to the public and media.
- Events must be non-commercial in nature. No products, services or memberships may be advertised, solicited or sold.
- Registration and admission fees are not permitted, and a donation or membership may not be required as a condition of attendance.
- Rooms are available by reservation, on a first-come, first-served basis. Reservations are available for hours that the library is open and are limited to three months in advance.
- Room reservations should include sufficient time for set-up and clean-up. Furniture in the room may be rearranged.
- Library staff may not be available to assist with room setup or takedown.
- Facilities must be left in a clean and orderly condition.
- Groups serving refreshments are responsible for wiping down tables and chairs, gathering trash into the provided receptacles and cleaning any spills that may occur.
- To ensure that rooms are available for a variety of groups, PCPL may limit frequency and length of reservations.
- Room access is not available outside of reserved times.
- PCPL is unable to provide storage of materials for groups or individuals using the room.
- PCPL staff may not be available to troubleshoot or set up equipment for community room use.
- No group shall use a PCPL meeting room as a permanent meeting place or as the headquarters of the group.
- All advertisements related to public use of the community rooms must clearly designate the sponsoring organization and shall not indicate affiliation with or support by PCPL.
- An adult (18 years of age or older) contact person is required for each reservation. This person shall assume responsibility for a group's use of the room.
- In extenuating circumstances, PCPL may cancel a scheduled reservation to allow for library use of the room. If such an event occurs, the PCPL staff will give as much advanced notice as possible.
- Users of the community rooms must adhere to all PCPL policies.
- Any use of the community rooms that disturbs regular library operations is not permitted.
- Users of the community rooms may not canvass or otherwise disturb library customers.

Exceptions to these guidelines may be granted by the Library Director for events sponsored by the Friends of the Polk County Public Libraries, the Polk County Public Libraries Board of Trustees, or local government agencies; the guidelines do not apply to PCPL use. Priority for use of the room is given to PCPL for Library and Library-related business.

PCPL facilities are available on a non-discriminatory basis. The Libraries do not limit use of community rooms based on the content or viewpoints to be shared or on the beliefs or affiliations of the event's sponsors. Permission to use a community room is determined by adherence to the *Guidelines for Community Room Use*, and does not constitute an endorsement by the Libraries.

Polk County Public Libraries reserve the right to deny use privileges should any abuse of this policy occur. PCPL may not be held liable for any damage, loss or bodily injury occurring to persons or property affiliated with the scheduled reservation. Community room users shall be held liable for any damage to or loss of library property in conjunction with their scheduled meeting.

Approved by the Polk County Public Libraries Board of Trustees

Created: 7/20/2006

Revised: 1/25/2007, 10/23/2014, 7/26/18, 1/23/2020