

**Evans City Public Library
204 S. Jackson Street
Evans City, PA 16033**

Community Room Policy

The purpose of the Community Room is to provide a room that is convenient, can be used for formal or informal gatherings, cozy, warm, within walking distance for most, able to accommodate some parking, and ADA compliant. Realizing the need of such a space within the community, the Library Board started developing not only the plans for the Library, but included their creative ideas for this space now known as the EC Library Community Room. The Community Room is available to all groups and individuals within the community regardless of their beliefs and affiliations.

Procedures for the use of the Community Room:

It should be noted that all Evans City Library programs and meetings shall have first priority for use of the Community Room.

Person(s) /group requesting the use of the Community Room must complete and submit a deposit with the application for use of the Community Room to hold the date desired. The Library reserves the right to reject an application if the anticipated use is thought to be too large for the space, dangerous to persons or property and/or disruptive to the Library operations/programs or to the community. Admission fees cannot be charged for any reason when using the room. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Tickets, donations, and free will offerings are allowed.

Non-profit organizations/clubs (must have 501 C status) from Evans City Borough, Callery Borough and Forward Township shall use the Community Room at no charge. The three mentioned financially support the library. If other non-profits want to use the

room only once they must financially support the library. Otherwise they shall pay the fee.

Application forms must be submitted to the library staff a minimum of 10 days prior to the anticipated use of the room with a deposit fee of \$100. The deposit fee will be refunded if the event does not occur or within 30 days after the event if the room is left in the same order as it was at the start of use.

Renters will be charged a fee of \$100 for the use of the Community Room for a period of time not to exceed 4 hours. If additional time is requested, the fee is \$25 for each additional hour. If the audio/visual equipment is needed, the fee for its use is \$50.

All rental fees are to be paid in cash, check, or money order made payable to the Evans City Library prior to using the Community Room.

Should rental fees of the Community Room be returned for Non-sufficient Funds, the renter will incur all charges for which the Library is assessed.

Renters applying to rent the Community Room must be residents of Butler County.

Renters utilizing the Community Room after Library hours should report to the Library staff at least 15 minutes prior to the Library's closing time so that the doors to the Community Room can be unlocked. After Library hours the users of the Community Room can leave the building via the hallway door.

Renters using the kitchen must furnish all cooking and eating supplies and remove all said supplies before leaving the facility. All food and beverages must be removed from the kitchen area before leaving the building.

All floors must be swept before leaving the facility. The broom will be left in the kitchen area and should be returned to that area.

After an event, all pieces of furniture should be returned to their original locations.

All trash must be removed after use of the Community Room and deposited in the garbage container outside of the building.

All lights in bathrooms, kitchen, Community Room and hallway must be turned off. Doors should be checked from outside to guarantee that they are locked.

Smoking and/or alcoholic beverages are not permitted. Should evidence be found that this policy has been violated, the deposit will be forfeited.

Library staff are not responsible for the supervision of children while adults are setting up or using the Community Room.

The Library is not responsible for lost or stolen items.

The individual/group signing the Application Form are responsible for any and all damage to the Community Room or other Library property.(i.e bathrooms, hallway, door(s), lights, kitchen area, electrical equipment, etc.

Individual/group use of the Community Room does not imply Library approval of the group or the material presented. Publicity for meetings/programs must make it clear that the Library is not a sponsor of the event.