

C. Facility Use

1. Community Room/Gazebo/Grounds Policy (REVISED 05.2021)

The Board of Trustees of the Robertson County Public Library will make the Community Room, and other Library public areas deemed appropriate by the Board of Trustees, available to any group of citizens who currently live in; or own property in the county, with it the understanding that they meet the following rules:

1. Library-sponsored activities are given priority in scheduling the use of the Community Room/Gazebo/Grounds. The maximum number of persons allowed in the Community Room is 50.
2. Businesses/Organizations may reserve the Community Room/Gazebo/Grounds for meetings and events; and individuals may use the Community Room for personal use, such as showers, receptions, and family-oriented gatherings.
3. The Community Room/Gazebo/Grounds may not be reserved for any events that would involve discrimination of any kind; including that based on race, gender, age, country of origin, class ethnicity, religion, sexual orientation, or beliefs.
4. Granting permission for use of the Community Room/Gazebo/Grounds does not imply endorsement by the Robertson County Public Library, Board of Trustees, or staff in the beliefs of the organization/individual making the reservation.
5. Minimum age of a person making a reservation request is twenty-one (21).
6. Supervised children's groups may use the facility provided they are supervised by at least one (1) adult for every ten (10) children.
7. Absolutely no smoking or alcoholic beverages is permitted anywhere on Library grounds.
8. Permission to use the facility may be denied to any group that has a history of violating these rules.
9. No games or activities will be permitted which will damage the facility, grounds, buildings, equipment, or be a safety or health hazard, due to safety and liability issues. Absolutely no bouncy houses, trampolines, slip and slides, pools, or anything of that nature is permitted.
10. Reservation for use of Community Room/Gazebo/Grounds must be made in advance and upon approval, reservations will be assigned in the order in which requests were received. No reservation will be final until a deposit is made and forms are completed and filed by Library. Requests for use of the facility by organizations or individuals should be made at least one week in advance and the reservation form must be filled out and signed by an authorized representative. Reservations for meetings may be arranged by telephone, however, one-week prior to the scheduled meeting; an official representative of the group or individual requesting reservation must come to the Library to complete the Facility Reservation Request Form. The person completing the form assumes all

responsibility for reservation and complying with the Robertson County Public Library Community Room/Gazebo/Grounds Use Policy.

11. There is no charge for use of the Community Room by non-profit agencies or individuals, however; the required security deposit amount for non-profit organizations and individuals: is \$50 (full refund). Required security deposit amount for profit meeting \$50 (\$25 refund). The rental fee may be adjusted by the Library Board of Trustees at their discretion.
12. Security deposit will be refunded as long as the Community Room/Gazebo/Grounds are left clean, trash taken with you, tables, chairs neatly stacked, the floor swept and mopped, if needed, kitchen area and restrooms are to be left clean, all lights must be turned off, doors locked, and security system set upon departure and there are no damages to the Community Room/Gazebo/Grounds. Any Community Room/Gazebo/Grounds damage through misuse, carelessness, or accidents must be replaced and repairs paid for by the organization/individual using the Community Rom/ Gazebo/ Grounds at the time. For public use brooms, mop, the bucket is in the kitchen utility closet. Cleaning supplies and trash bags are under the sink. The person completing the reservation form assumes all responsibility. The security deposit must be picked up by the person making the reservation the next library business day after the meeting is held. The exit checklist which accompanies the reservation is to be completed and placed in the Library night-drop box upon departure from the grounds.
13. Picking up Community Room keys; In case of after Library hour meetings, arrangements must be made for picking up Community Room keys before Library closes on the day of the scheduled meeting. If the meeting is to be held on a Library non-business day, keys must be picked up the prior business day. Due to the replacement cost of commercial door locks, the actual replacement cost of the lock will be assessed for keys that are not returned.
14. If the reservation is after Library business hours; other areas inside the Library are off-limits. The Library is closed and no books or other Library materials may be checked out unless it is a Library sponsored event and staff services are made available.
15. If audio-visual equipment is needed, arrangements must be made in advance.
16. The name or address of the Robertson County Public Library may not be used as the official address or headquarters of any organization, without permission from the Library board.
17. No group may reserve the Community Room/Gazebo/Grounds for longer than three (3) days in succession without prior approval of the Library Director. The Library Board/Director reserves the right to cancel reservations if emergency business meetings become necessary for Library personnel, Civil Defense, or for any other reason.
18. The Library accepts no responsibility and will not be held liable for any types of loss or damage to persons, or their property arising from the use of the

Community Room/Gazebo/Grounds. The Library will not be held responsible for loss or damage to items left in the Community Room/Gazebo/Grounds; or personal property of those attending meetings/events. The Library shall not be held responsible for accidents or injuries occurring during the use of the Community Room/Gazebo/Grounds. Care should be taken so as not to endanger the safety of anyone while attending an event. By completing the reservation form, all individuals/ groups agree to hold the Robertson County Public Library Board of Trustees and staff harmless from any loss, damage, liability, costs, and/or expenses that may arise during, or to be caused in any way by use of Library facilities. The person signing the Community Room Reservation Form is responsible for restitution for all damages to Library property, due to carelessness, accidents, misuse, or vandalism during the use of facilities, or improperly following policies upon departure from the facility.

19. Any Organization or individual in violation of the above policy may lose their right to future use of the facility. The Library Director has the right to terminate use if facility use policies are not followed. Appeals concerning the use of the Community Room/Gazebo/Grounds may be made in writing and will be reviewed by the Library Board of Trustees, Library Director, and Regional Librarian.
20. The Robertson County Public Library takes reasonable precautions to avoid damage and theft of Library equipment, furnishings, supplies, and other Library property.
21. Security cameras are located around the facility/grounds to help enforce this policy.
22. A copy of the Facilities Use Policy shall be given to each Organization/Individual reserving the facility.