

PIEDMONT PUBLIC LIBRARY COMMONS ROOM RESERVATIONS AND USE POLICY

Approved August, 2003

Policy

1. The Commons Room (Program Room) shall be reserved for the library to extend and promote library service and programs and for educational, civic and professional groups and organizations in Piedmont, Oklahoma.
2. The library will not reserve the meeting room for:
 - a. Groups charging admission without authorization from the librarian the Library Board.
 - b. Non-library related groups planning purely social function
 - c. Activities likely to disturb regular library functions.
3. Any group denied use of the meeting room may appeal to the Library Board for reconsideration by submitting a written request to the library, including name and description of the organization and purpose of the proposed event. The organization will be advised of the Board meeting date for review of the request.

RESERVATIONS

1. Advance reservations must be made at the library no later than one week in advance.
2. In order for a reservation to be confirmed, the appropriate form must be completed and the appropriate fee deposited at the library.
3. An organization may not reserve the room more than once each calendar week.

RESERVATION PROCEDURES

1. A representative of any group wanting to reserve the meeting room must visit the library to sign the required form and pay appropriate fees.
2. The librarian, using the reservation request form, obtains from the representative the necessary information allowing the librarian to make a decision as to the eligibility of the group for use of the room.
3. Events are to be cancelled as soon as it is clear that cancellation is necessary. The agency or staff member responsible for scheduling the program is required to notify the library immediately. The fee will then be cheerfully refunded.

FEES

1. No fees are charged to library, library-related groups (P.L.A.C.E.S., Friends of the Library, Library Board, etc.) or other city departmental groups at any time.
2. No fees are charged to non-profit civic, professional, and educational organizations during library operating hours unless food and/or beverages are served. If refreshments are served, the group is assessed a \$10.00 fee.
3. A \$10 per hour fee is charged for organizations not addressed above.
4. An additional \$15 per hour or any part of any hour fee will be added should meetings begin prior to or extend beyond regular operating hours. A 10-minute warning will be given by library staff prior to closing.

REGULATIONS

1. All groups accept responsibility for the repair, replacement or professional cleaning charges for any damage to the facilities. The person representing the group by signing the reservation form will assume the responsibility of any charges.
2. Use of electrical or other equipment must conform to normal fire and safety standards. Library staff must approve electrical equipment brought in by a group.
3. Alcoholic beverages, smoking, illegal substances and drugs are not permitted in the library or Commons Room.
4. Groups may use available facilities to prepare light refreshments, which require no cooking in the Commons Room. Groups using the facilities are required to wash dishes and flatware and to clean equipment used.
5. No tipping or other payment to library personnel is permitted.
6. Use of the library after hours will be confined to the Commons Room and rest rooms.
7. Any rules posted in the Commons Room will apply regardless of policy.