

BERTHOUD COMMUNITY LIBRARY DISTRICT

COMMUNITY ROOM USE POLICY

Eligibility

1. The Community Room at the Berthoud Community Library District (BCLD) is available for use by any group. Use in no way constitutes an endorsement of the organization by the BCLD.
2. Commercial enterprises, such as small businesses, may use the room to present informational classes, but may not sell products or services in the library.
3. The Community Room is available to groups of persons eighteen (18) years of age or older. Juvenile groups (under the age of 18) may use the Community Room with adult supervision.
4. All meetings must be free and open to the public.

Availability

1. The Community Room is available only during regular service hours, with the exception of BCLD functions.
2. The Community Room is scheduled on a first-come, first-served basis. Library classes have priority, but must be scheduled in advance.
3. Users must schedule use of the Community Room with BCLD staff.
4. Individuals wishing to preview the Community Room may do so during regular service hours.
5. Use of any District-owned equipment must be cleared with the Library CEO at the time of scheduling.

General Rules

1. Users may serve beverages and light refreshments in the Community Room. Non-library groups may not serve alcohol. Library-sponsored events may serve alcohol.
2. Smoking is prohibited in the library.
3. Groups using the Community Room must observe library rules and protect library property. Users must pay for any damages incurred during use of the property and equipment.
4. Users are responsible for setup and cleanup for events.
5. There is no storage available at the library. Users must bring in materials and supplies for each meeting.
6. BCLD assumes no responsibility for property left in the building.
7. Tables, chair, etc. are not allowed in the foyer.
8. BCLD staff do not take or relay messages to the Community Room except in an emergency.
9. Library staff are allowed to access the Community Room during all meetings.

BERTHOUD COMMUNITY LIBRARY DISTRICT
APPLICATION FOR USE OF MEETING ROOM

Date of use: _____ Time: _____

Name of Organization: _____

Purpose of Event: _____

Contact Person: _____ Phone: _____

Signature: _____ CEO or Staff Initials _____