

Community Room Policy

Community Library of the Shenango Valley

General Guidelines

The primary purpose of the CLSV Community Rooms is to provide facilities for library-related activities. However, the rooms are available for use by outside groups for a fee.

Groups may use the Community Room either for private meetings or to present programs for the general public **during regular library hours**. The Library does not exclude any group based on the subject matter to be discussed or based on the ideas that the group advocates.

The Library does not advocate or endorse the viewpoints of meetings or Community Room users. The use of the Community Room by an outside group may not be publicized in such a way as to imply library sponsorship of the activity. The name, address, or telephone number of the Community Library of the Shenango Valley may not be used as a contact.

Groups using the Community Room must not disrupt the normal functions of the Library.

During a meeting or program that is open to the public, no admission fee or donation requests are permitted. Profit-making groups may use the room for public meetings at which their service or product is featured; however, no direct sales may be made in the Library.

Reserving the Community Room

Reservations for use by private parties must be made in advance and will be honored on a first-come, first-served basis. Reservations can be made by telephone or in person. The Community Room shall be booked by a responsible adult, over the age of 25, and this person must agree to assume full responsibility for any damage to Library property which may result from the group's activity.

Fee Structure:

- \$35 per day will be assessed for the use of the Large Community Room at CLSV •
- \$10 for the use of the CLSV Small Community Room

Payment is due at the time of the reservation.

Reservations are to be made with the director or staff and must include a completed

Community Room Reservation Form

Reservations may not be made more than three months in advance.

Prompt notification to the Library of cancellation of a meeting/program is required.

Cancellation refunds:

- At least a week in advance - full refund.
- 3-6 days in advance – ½ refund
- 2 days or less – no refund

It is the group's responsibility to notify its members/audience of the cancellation.

Community Room Rules

Community Rooms are available during regular Library hours and must be vacated 30 minutes before closing time.

CLSV Library Hours:

Monday – Thursday: 10 am – 8 pm

Friday – Saturday: 10 am – 5 pm

Sunday: Closed

The Library will furnish tables, chairs, a lectern, a projection screen, and a sound system. Furnishings may not be moved from the public service area to the Community Room.

No alcoholic beverages are permitted anywhere on the premises. Smoking is not permitted in the Library building.

No cooking is permitted; however, refreshments may be served. Each Community Room has a small kitchenette available for meeting/program use. The Library does not provide any coffee pots, kitchen equipment, utensils, paper products, or other supplies. Cleanup is the responsibility of the group.

The Library assumes no responsibility for damage or loss of property belonging to individuals or groups using the Community Room.

Accidents must be reported to the staff person in charge, who will report the incident according to Library procedures.

Failure to abide by these rules may be justification for denying the group further use of the Community Room.

If you have any questions or would like to reserve the use of the Library's Community Room, please contact the CLSV Library at 724-981-4360.

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