

## USE OF COMMUNITY ROOM

1. ABSOLUTELY NO SMOKING or ALCOHOLIC BEVERAGES ARE PERMITTED.
2. No admission fee may be charged, nor may a collection be taken, except by the Friends of the Library.
3. No literature may be distributed in conjunction with the meeting without permission of the director.
4. Membership and payment of dues may not be solicited in the library building.
5. No tipping of the library employees is permitted.
6. Neither the name nor the address of the library may be used as the official address or headquarters of an organization.
7. Meeting rooms and kitchen must be left clean and all trash put in receptacles. The library vacuum cleaner is in the closet next to the back community room door (with the folding chairs). If the closet is locked, key is at the circulation desk. The library reserves the right to charge for necessary custodial service. Group will be responsible for any damage to library property.
8. Groups with members under legal age must be fully accompanied at all meetings by a sponsor acceptable to the library director.
9. The library is not responsible for damages to organization's equipment, nor will the library store any organization's property or supplies.
10. Use of library equipment such as TV, VCR should be arranged ahead of meeting time, if possible. Instructions for use of this equipment is locked in cabinet under the television. Reference staff can provide the key and assistance if needed.
11. The kitchen and large coffee pot are available for preparation of simple refreshments. Each group should bring its own supplies and leave the kitchen and dishes clean.
12. The library closes at 9 p.m. You are expected to be finished with your meeting and the cleaned up so the library staff can close the building promptly. If you know ahead of time that your meeting will last longer than 9 p.m., alternate arrangements must be made through the library director.