



Community Room Use Policy

Date Adopted: May 16, 2019

Dates Amended: November 21, 2024, August 21, 2025

The Gardiner Library's Community Room is primarily to be used for Gardiner Library-sponsored and co-sponsored programs, events, and activities (herein "activities"). As an educational institution, the Gardiner Library is pleased to offer the use of its Community Room to non-profit community groups and organizations within the community for educational, cultural, and informational activities.

GUIDELINES

The following guidelines have been approved by the Library Board of Trustees for Community Room use by outside groups and organizations for Gardiner Library-sponsored activities, co-Library-sponsored activities, and rental for private children's birthday parties.

PROCEDURE

1. The Community Room may not be used without permission from the Library Director. Requests to use the Community Room can be made in person or by phone. An *Application for Permission to Use the Community Room* must be completed and submitted to the Library Director. Approved activities will be added to the Community Room calendar.
2. The Library Director must be notified promptly of activity cancellation; failure to do so will affect future reservation status.

PRIORITY

1. Applications will be considered in order of request; however, Gardiner organizations will be given priority over other groups.
2. In all cases, regular Gardiner Library-sponsored and co-sponsored activities, followed by meetings and events sponsored by non-profit groups located within the Town of Gardiner, shall take precedence over non-Gardiner resident or group requests.
3. The determination of priority shall be in the sole discretion of the Library Director.



LIBRARY-SPONSORED ACTIVITIES vs. NON-LIBRARY-SPONSORED ACTIVITIES

The Gardiner Library defines Library-sponsored and co-Library-sponsored activities as programs, events, and activities planned and executed by the Gardiner Library, either independently or in partnership with another organization (i.e., co-sponsored).

The Gardiner Library defines non-Library-sponsored activities as programs, events, and activities organized and executed by an entity other than the Gardiner Library itself, such as community groups, non-profit organizations, or individuals.

GENERAL REGULATIONS

1. The Community Room capacity is 96 persons; attendance is to be limited to 50 persons with chairs.
2. Space is not available for the benefit of for-profit activities not sponsored by the Library, religious activities, political fundraising or campaign events, or commercial organizations. The Community Room is accessible to non-profit groups regardless of their beliefs or affiliations of their members. All activities conducted by said organizations must be open to the public. Organizations seeking to use the Community Room must be considered individually and ruled upon by the Library Director.
3. While using the Community Room, attendance must adhere to the *Gardiner Library Patron Code of Conduct Policy* thereby maintaining a safe environment for Gardiner Library staff, patrons, and the broader community and not disrupting Library operations.
4. The Community Room will be closed whenever the Library is closed because of weather or other emergency. The Library Board of Trustees is not responsible for cancellation of the use of the Community Room due to inclement weather, power failure and any other emergency.
5. For non-Library-sponsored activities, the Gardiner Library cannot be identified as a sponsor of the event, program, or activity in any form of publicity (e.g., social media posts, posters, brochures, radio and TV announcements). The sponsoring organization should be clearly identified. Neither the name nor the address of the Gardiner Library may be used as the official headquarters of any organization that may be using the Community Room. No freestanding signage will be allowed on Library property. Amplification in the Community Room (i.e., video, sound) must be approved by the Library Director.
6. The Library maintains the right to monitor all meetings conducted on the premises to insure compliance with Library policies. Library personnel must have



free access to the Community Room at all times. The Library reserves the right to revoke and cancel any permission granted when such use may be deemed to be in conflict with the safety of Gardiner Library staff and patrons. This includes the right of the Library to order the Community Room cleared for infringement of any of the guidelines or rules delineated herein.

FACILITIES

1. Simple refreshments may be served provided that the room is left in the condition in which it was found. Users must bring their own utensils, paper goods, tablecloths, and supplies unless otherwise agreed upon with the Library Director. Full garbage and/or recycling bins should be emptied into the larger waste and recycling containers provided at the exterior rear of the Library.
2. No decorations may be hung from the walls or ceilings, no tape or tacks may be used, and no throwing of rice, confetti, glitter or other such products. Programs involving the use of materials, such as paint or flame, likely to result in damage to the facilities or persons therein are not permitted without approval from the Library Director.
3. Smoking, vaping, alcoholic beverages, and illegal drugs are not permitted on the premises.
4. No animals are permitted with the exception of eye/hearing [service] dogs without preapproval from the Library Director.
5. No Library materials or equipment are to be used without express permission of the Library Director. Any items approved for usage must be returned at the conclusion of the program. Any items approved for usage may be subject to inspection/search by the Library Director. No Library property may be removed from the premises without the express permission of the Library Director.
6. The applicant is responsible for both the setting up and taking down of equipment, including tables and chairs unless otherwise agreed upon with the Library Director. Adequate time should be reserved by the group to accomplish both of these tasks. Tables should be folded and replaced in the designated area and chairs stacked on dollies provided.
7. All organizations are expected to clean and sweep the premises before leaving and return the area to the state in which it was found.
8. Any damage to the Community Room, furnishings, or equipment contained therein, or other library property is the responsibility of the applicant and the group using the room. It is recommended that any damage to the property, including missing furnishings or equipment, be noted by the applicant and



brought to the attention of Library employees on duty. Damages may lead to repair or replacement costs incurred and/or the organization being barred from any future use of the room.

9. The Library presents exhibits and displays of artwork, memorabilia, and collectables in the Community Room and adjoining hallway. Any damage to the items on display during the event is the responsibility of the applicant and the group using the room. The Library shall notify the applicant in writing of such damages, and shall upon request, exhibit the alleged damage. Costs for replacement or repair will be provided at that time.
10. The premises, inventory, and equipment will be inspected after each non-Library sponsored activity and assessments shall be made for excessive disorder, breakage or loss.
11. Parking must be coordinated with the Library Director prior to the day of the event.
12. Windows are not to be opened. See Library staff for regulating room temperature.

LIABILITY

1. The applicant and/or organization using the Community Room shall indemnify and hold the Gardiner Library and Board of Trustees harmless from any and all personal liability including bodily injury to its attendees, members, affiliated persons, guests, invitees or licensees of the using organization arising from the use of library facilities. At the Library Director's discretion applicants may be required to provide proof of adequate insurance naming the Gardiner Library and Board of Trustees as an additional insured prior to use of the Community Room. A certificate of insurance must be submitted to the Library Director as proof of the required coverage.
2. As a condition of use, and upon conferring with law enforcement, the Gardiner Library may require an applicant to provide security for a proposed use of the Community Room to address a heightened risk of disruption of Library operations due to the proposed event. The applicant's contract for the provision of security services at the applicable event must include a waiver of liability and indemnification of the Gardiner Library, and the Gardiner Library must be named as an additional insured on the security company's certificate of insurance, a copy of which must be provided by the applicant to the Library Director. If the requirement for security cannot be met, the applicable event can not be held at the Gardiner Library.



3. The Library Board of Trustees is not responsible for accidents, injury, or loss of individual property while the Community Room is in use.
4. No property will be accepted by the Library for safekeeping. The Library is not responsible for articles left by applicant or applicant's attendees in any part of the building.
5. The applicant must be eighteen years of age or older. The applicant shall be responsible for the observance of the rules and regulations of this policy and all other Gardiner Library public policies, for the conduct of members and guests when on Library premises, and for the payment of all charges elsewhere delineated in the policy.
6. Organizations showing films are responsible for securing any licensing permission that may be required.

SUPERVISION

1. Organizations and groups granted permission for usage of the Community Room shall ensure that adequate adult supervision is provided at all times. All activities involving minors must have at least one adult sponsor present who is personally responsible for the conduct of the event.
2. The applicant shall reimburse the Gardiner Library for the actual costs of such services by Library employees if they are provided during times other than when said employees are regularly scheduled for work. Fees for such estimated costs may be collected in advance of the programs.

CHILDREN'S BIRTHDAY PARTIES

The Community Room may be available on a limited basis for rental by Gardiner Library cardholders for private birthday parties for children eight years old or younger with prior approval from the Library Director. An *Application to Rent the Community Room for Children's Birthday Parties* must be completed and submitted to the Library Director. The following additional provisions shall apply to private birthday parties:

1. Applicants seeking use of the Community Room for a private birthday party must reserve the space for a minimum of three hours (to include time for setup and cleanup) and shall be charged a space rental fee of \$35 for every hour of usage during Library hours. An additional fee of \$35 per hour or fraction thereof will be charged for usage outside of Library hours.
2. A deposit equal to 50% of the estimated space rental fee plus a refundable security deposit of \$50 is required with each application for a private birthday party. The balance of the space rental fee is due at the end of the birthday party.



The security deposit shall be refunded within 10 business days after the birthday party as long as the Community Room has been left clean and free from damages by the applicant. The Library shall notify the applicant in writing of the circumstances leading to the deposit being withheld.

3. The applicant must provide at least 24 hours advance notice of cancellation to the Library. If the applicant fails to give notice, the Library reserves the right to return only the refundable deposit submitted with the application and retain all other monies paid.

DISCLAIMER

Nothing in the foregoing shall be deemed to give any organization an absolute right to the use of the Community Room. The Board of Trustees has the final and sole responsibility to prescribe policies regulating such use and may refuse any or all such uses if, in their opinion, there is a possibility of disorder, damage to Library property, or other sufficient cause to restrict or refuse such use.

The Gardiner Library's philosophy of open access to information and ideas extends to Library programming, and the Library does not knowingly discriminate through its programming. Gardiner Library sponsorship of a program does not constitute an endorsement of the content of the program or the views expressed by participants, and program topics, speakers, and resources are not excluded from programs because of possible controversy.

To give all qualified groups in the community access to a free meeting space, no group or organization may reserve the building more than four times a year, without prior permission by the Library Director. The fact that a group is permitted to meet at the Gardiner Library does not in any way constitute an endorsement of the group's activities, policies, or beliefs.



APPLICATION FOR PERMISSION TO USE THE COMMUNITY ROOM

APPLICANT INFORMATION

Organization/Group/Committee/Individual Name: _____

Applicant's Name (if different): _____

Address: _____

Telephone: _____

Email: _____

MEETING/EVENT DETAILS

Date of Meeting/Event: _____ Time of Meeting/Event: _____

Length of Meeting/Event: _____ Number of Attendees (approx): _____

Will this be a recurring Meeting/Event: Y/N If Yes, how often: _____

Purpose/Description: _____

The Library reserves the right to revoke and cancel any permission granted when such use may be deemed to be in conflict with the best interest of the Library. The Gardiner Library Board of Trustees is not responsible for cancellation of the use of the Community Room due to inclement weather, power failure, or any other emergency.

APPLICANT SIGNATURE

I, the Applicant, hereby acknowledge that I have received and reviewed a copy of the *Gardiner Library Community Room Use Policy* and accept the provisions as set forth therein.

Signature of Applicant: _____ Date: _____



APPLICATION TO RENT THE COMMUNITY ROOM FOR CHILDREN'S BIRTHDAY PARTIES

APPLICANT INFORMATION

Name: _____

Child's Age: _____

Address: _____

Telephone: _____

Email: _____

BIRTHDAY PARTY DETAILS

Date of Birthday Party: _____

Time of Birthday Party: _____

Number of Attendees (approx): _____

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APPLICANT SIGNATURE

I, the Applicant, hereby acknowledge that I have received and reviewed a copy of the *Gardiner Library Community Room Use Policy* and accept the provisions as set forth therein.

Signature of Applicant: _____ Date: _____

Refundable \$50 Deposit

Date Received: _____

Returned: Y/N

50% Deposit

Date Received: _____

Amount: _____

Balance Due at the event

Received: Y/N

Amount: _____