

Effective January 15, 2008
Revised June 2011
Revised May 2012
Revised June 2013
Revised April 2015
Revised January 2020
Revised June 18, 2024

Community Room Use

Board Policy:

To provide a clean and convenient Community Room space for the community.

1. You need to have a library card from the Delaware County District Library or from a Central Library Consortium (CLC) to book a Community Room.
2. The facilities of the Delaware County District Library are available for gatherings of non-profit and for-profit organizations free of charge when the room is not being used for library-related activities.
3. The use of Community Rooms for financial gain is prohibited. This includes marketing or selling goods or services, fundraising, or accepting donations.
4. No private parties may be held.
5. Community Room reservations are not transferable from one group to another.
6. Customers must be at least 18 years old to reserve the Community Room. An adult must be present during the entire use of the facility.
7. Use of the Community Room facilities must follow the Library's Code of Conduct, without undue cost to the Board of Trustees, and without undue interference with Library activity. The Library reserves the right to stop meetings that are disruptive to Library operations.
8. Fundraising events or solicitation of any kind are not permitted unless sponsored by the Friends of the Delaware County District Library, or an agency partnering with the Library.
9. Reservations will be accepted from groups with a maximum of
 - * **70** attendees if reserving the **Delaware** (Main) Library Community Room.
 - * **48** attendees if reserving the **Orange** Branch Community Room.
 - * **30** attendees if reserving the **Ostrander** Branch Community Room.
 - * **75** attendees if reserving the **Liberty** Branch Community Room A.
 - * **75** attendees if reserving the **Liberty** Branch Community Room B.
10. Walk-in use of the room is permitted on an "as available" basis.
11. The Library reserves the right to review applications and reject any application if it is determined that the organization has abused its past privileges in using the Community Rooms, including but not limited to: violation of Community Room Use policy and/or guidelines, disruptive behavior, vandalism, or theft.
12. The Library does not guarantee staff assistance available at the time of the meeting to modify the room arrangement or assist in setting up equipment or technology.
13. The Library reserves the right to change or cancel any meeting if circumstances at the Library so demand, including room reassignment based upon the size of the group.
14. The Director or their designee can cancel, reschedule, or modify any Community Room request.

15. By submitting an application through the Library's online digital reservation software, you are agreeing to the terms of Community Room Use and Code of Conduct policies and are releasing the Library from any liability.

Examples:

The following types of events are **permitted** in the Community Room:

- Public education programs sponsored by a government agency or non-profit organization
- Programs of special interest, such as collectors or hobbyists
- Employee recruitment, orientation, or training

The following types of events are **NOT permitted** in the Community Room:

- Private social events such as family reunions, birthday parties, or wedding receptions
- Sales of any kind, except for book sales sponsored by the Friends of the Delaware County District Library
- Events that do not adhere to the Library's Acceptable Use, Code of Conduct, and Community Room Use Policies

Fees and Liabilities

1. The Library charges no fees for the use of the Community Room.
2. Payment shall be made for any damage to or loss of Library property and a fee for janitorial service may be assessed if the room is not left in the condition in which it was found.
3. The Library is not liable for injuries to people or damage to the property of organizations using the room.

Guidelines for Community Room Use

1. Library programs and meetings take precedence over other Community Room activities.
2. Only light refreshments and **no alcoholic beverages** may be served. The Community Room must be left free of crumbs, waste, etc. The Library provides no equipment or services for the serving of refreshments.
3. No decorations, posters, or any other materials may be installed or displayed inside or outside the Community Rooms without prior Library approval.
4. Each group using the room is responsible for the setting up of the room and returning it to its original condition, with trash properly disposed of and tabletops cleaned. Any food, beverages, or personal items left in the Community Room following a meeting may be discarded.
5. No Library equipment should be removed from the Community Room area without Library approval.
6. If applicable lights are to be turned off at the conclusion of the meeting if applicable.
7. The Community Room is available during Library hours unless an after-hours meeting (only available at Delaware and Orange Branches) has been approved by Library staff. The Community Room is to be vacated one (1) hour after the Library closes. Meetings held in the Library's Community Room must not disturb normal Library operations. The Library reserves the right to stop meetings that are disruptive to normal Library operations.

8. Burning candles or other flammable substances are prohibited.
9. Carpooling is recommended because of the limited parking in some Library parking lots. The Library may request that groups arrange for off-site parking.
10. The Library makes no endorsement, express or implied, of any non-Library event or activity held in the Community Room. Advertising or presenting in a manner that assumes the Library's endorsement will result in the loss of use of any of our rooms.
11. The Board of Trustees and the Library staff do not assume any liability for groups or individuals attending any meeting or program in the Library.

Reservations and Cancellations

1. An application for the use of the Community Room must be completed through the Library's digital room reservation software.
2. With the exception of Library-sponsored programs, requests for the use of the room should be completed through the Library's digital room reservation software **at least five (5) days** prior to the meeting but **no more than 45 days** prior to the meeting date.
3. A maximum of **fourteen (14) meetings per year** between all of our branches may be scheduled. The Library Director or designee must approve long-term or multiple bookings.
4. Requests will be considered on a first-come, first-served basis. All Community Rooms may be reserved in advance online, or speak with a staff member at your local branch for walk-in availability.
5. Community Room capacities, as listed online, must not be exceeded.
6. Applicants will receive a **confirmation by** email, verifying the date, time, and acceptance or denial of the requests. Copies of our Code of Conduct and Community Room Use policies can be found online at www.delawarelibrary.org/policies/.
7. The Library Administration reserves the right to cancel prior Community Room reservations without notice in the event of an emergency, such as snow closings or unsafe building conditions. All efforts will be made to notify groups scheduled to use the Community Room in the event of an emergency. If in doubt, call the Library, or check local and social media, especially in the case of weather. By policy, the Library will be closed when the Delaware County Sheriff declares a Level II or Level III snow emergency.
8. Library staff should be notified as soon as possible if a meeting scheduled for the room has been canceled.
9. By submitting an application through the Library's online digital reservation software, you are agreeing to the terms of Community Room Use and Code of Conduct policies and are releasing the Library from any liability.

Publicity

1. The name, address, phone number, or the likeness of the Delaware County District Library may not be used as the official address or headquarters of an organization.
2. The use of the Community Room by a non-library group shall not be publicized in such a way as to imply Library sponsorship of the group's activities. Unless the meeting is co-sponsored by the Delaware County District Library.
3. Copies of all event publications to be held in the Community Room should be provided to the Library. Please send them to pr@delawarelibrary.org or drop them off at the corresponding Branch.

Related Policies:

Acceptable Use
Code of Conduct
Emergency Closing
Study Room Use