

Maxwell Memorial Library

POLICIES FOR USE OF COMMUNITY ROOM AND STUDY

Adopted by the Board of Trustees of the Maxwell Memorial Library August 2011

Maxwell Library has a Community Room, 2 enclosed rooms for studying or small meetings, and a semi-private study available for reserved use by individuals and the community, according to these policies based on library bylaws. The library director is responsible for approving use of these rooms by individuals and organizations.

1. The library's facilities are open to non-profit organizations or groups of a civic, educational, cultural, social, or similar nature consistent with the use of a publicly supported building.
2. Programs that are directly relevant to the library will have priority.
3. Meetings or programs held in the Community Room should be open to the general public. Exceptions must be approved by the library director.
4. No admission fees may be charged for programs held in the Community Room or studies.
5. The studies/meeting spaces may be used by people studying, needing a quiet place to read or work, or meetings of 2-6 people. Use is limited to 3 hours a day, but staff may allow longer use if available.
6. The Community Room may also be used for studying but should remain open and available for public use, for example, by people who want to view the art exhibit.
7. People may reserve the studies and groups may reserve the Community Room in advance, according to library policies.
 - A study may not be reserved for longer than 3 hours in a day. Use of a study may be scheduled up to one month ahead.
 - The Community Room may not be reserved for longer than 3 hours. Use of the Community Room may be scheduled up to two months in advance. Any scheduled use of the Community Room must be approved by the library director.
8. When reserving a room, you will be asked to provide information: your name, the organization or group, its non-profit or community status, what the room is to be used for, a contact phone number and email, the date and time of use (including setup and cleanup), and expected attendance. When you arrive for the first use, you will be asked to sign a form with this information.
9. Groups using the Community Room or studies are responsible for setting up and taking down tables, chairs, and equipment and cleanup after an event. Plan to arrive 30 to 60 minutes early for setup and 15 to 30 minutes after to put the room back to normal.
10. **All users of the Community Room or studies must first sign in at the front desk.**