

Hawley Public Library

Community Room Availability & Liability Policy

The Community Room will be available only during regular library hours.

Regular library hours are as follows:

- Monday Closed
- Tuesday, Thursday 9:30 AM - 5:00 PM
- Wed, Fri 9:30 AM - 3:00 PM
- Saturday 9:30 AM - 1:00 PM
- Sunday Closed

The room's maximum capacity is 35 people and shall not be exceeded.

The Community Room will be open to educational, cultural, intellectual, civic, or charitable organizations. No usage fee applies for non-profit groups or organizations. For-profit groups or organizations may be subject to a usage fee of \$25 per hour.

All meetings held in the Community Room, regardless of group or organization, must be open to the public, but no public notice is required. The group or organization is not permitted to charge attendees an admission fee.

Regularly scheduled use by the same group will be allowed no more than once a month. The Library reserves the right to use the room for library purposes before outside groups. Regularly scheduled meetings may be approved by the Library Director with the understanding that the Library may have to cancel or reschedule such a meeting due to the Library's need for the room with one week's notice.

If the Library is closed due to weather conditions, or an emergency, the Community Room will also be closed. The Library is not responsible for any costs incurred for cancellation.

No organization will be granted use of the Community Room for any of the following:

1. Commercial endeavors
2. Functions that are primarily social in nature (such as weddings, birthday parties, showers, etc.)
3. Raffles, lotteries, or other fundraising events
4. Illegal activities.

To reserve the room, a Community Room Usage Policy and Agreement shall be submitted and approved by the Library Director at least two weeks before the requested date.

Those who use the Community Room will abide by the Community Room Usage Policy and Agreement.

Smoking, vaping, or consumption of alcoholic beverages is not permitted in the meeting room or any other part of the Library.

Permission to serve light refreshments may be granted upon request. Refreshments may not be carried into any other part of the library building. There will be a charge for cleaning of excess use of the Community Room.

The Library is not responsible for equipment, supplies, materials, or other items owned by a community or group and used by them in the Community Room or for the personal property of those attending. The organization holding the meeting assumes responsibility for any damage done to the Community Room, its contents, the building and grounds, or any personal injuries sustained by attendees. The group or organization is required to sign a statement agreeing to these conditions.

Approval granted by the Library for the use of the Community Room does not constitute endorsement by the Library of views expressed by any speaker or group. See the Community Room Usage Policy and Agreement for marketing restrictions.

Adopted by the Board of Directors, August 10, 2023.