

ECRL Community Meeting Room Policy

Community Meeting Rooms are provided by East Central Regional Library, in cooperation with the City/County that owns the library facilities, as gathering places for the dissemination and discussion of ideas. Allowed uses may vary based on the owning entity's guidelines. Specifics about costs, hours, occupancy, available technology and the reservation process are found in the appendices. These may be updated without notice as circumstances require.

1. Use of the Community Rooms shall be open to all groups and citizens on an equal and equitable basis. All users of the Community Rooms must provide access to the general public to all meetings at all times. Only groups which allow free and equal access to their meetings will be allowed to use the room.
2. Reservations are available on a first-come, first-served basis. No group has an automatic right to a given date or time on a regular basis. The exceptions to this rule are:
 - a. Meetings or programs which East Central Regional Library sponsors or co-sponsors.
 - b. Meetings of the government agency (City or County) that owns the building.
 - c. All other governmental organizations and agencies are restricted to the regular access policies for the meeting space.
3. For-profit organizations may use the room with the following restrictions:
 - a. No items or services shall be sold in the community room, nor shall orders be taken, or money exchanged in the room.
 - b. For-profit users may be charged rent, payable when the room is booked for all the hours that the room is used, **including set-up time**.
4. Library policies for the building as a whole must be followed. Specifically
 - a. There is no tobacco use (smoking, smokeless, or e-cigarette) allowed whatsoever in the building
 - b. Generally, there shall be no meetings for which admission is charged. Exceptions may be made by the owning entity.
 - c. Soliciting is strictly prohibited. Gambling and alcoholic beverages may be allowed provided the user has obtained appropriate licenses and approval from the owning entity.
 - d. Animals are not permitted in the library facility. Service animals are permitted in accordance with Minnesota Statute 363A.19 and ECRL's Service Animal Policy. If an animal is part of a program to be presented at the facility, proof of liability insurance must be provided at the time of application.
5. Use of equipment belonging to ECRL may require preapproval and must be left in working order.
6. Renters are responsible for access to the building during those times that they are in the building and the library is closed.
 - a. The outside doors to the library will be locked when the library is not open.

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- b. When meetings begin prior to the library opening, or continue after the library closes, a representative must be present to accept responsibility and remain throughout the meeting.
 - c. Users must provide a representative who will supervise access if additional guests are expected. The exterior door is not to be propped open at any time.
 - d. Renters leaving after the library has closed for the evening shall ensure that the facility is left according to local procedures, and the building is empty before securing the doors.
7. Room users shall be responsible for set-up and general clean-up and orderliness of the room when they are done with meetings, including leaving the kitchen area in an acceptable condition and trash placed in the preferred receptacles. The room must be returned to the original set-up or charges may apply. If additional effort beyond normal cleaning is required, a fee for personnel costs associated with the cleaning may be charged. Users should not affix items to the walls or other surfaces that might cause damage. Any damage or breakage to the meeting room or its furnishings is the financial responsibility of the renting person or organization.
8. ECRL will not be responsible for the care or storage of materials belonging to groups using the Community Room. Equipment or other supplies used by the renting organization must be removed at the conclusion of the meeting or activity unless other arrangements have been made in advance.
9. Nonalcoholic refreshments and snacks may be served during meetings. Groups are responsible for providing all of their own supplies. Kitchen facilities are intended only for serving food. Cooking is not permitted.
10. Showing a movie in library facilities requires a public performance license. Groups wishing to do so must provide proof that they have purchased performance rights for the movie to be shown.
11. Use of the meeting rooms will not interfere with the normal business operations of the library. Tables, chairs and other decoration will be contained within the community room space and are not allowed in entryways, hallways or similar areas so as to not infringe on patron use or the operation of the library.
12. Violation of this policy, general and location-specific procedures may result in the denial of future use of the community room.