

Community, Study, and Youth Program Rooms

The policies enumerated in this section apply to the Bonita C. Marley Community Room (“Community Room”), the Youth Program Room (“YP Room”), and Study Rooms in the Library. When collectively discussed, the phrase *Designated Rooms* will be utilized and will be understood to include all of these specific rooms. Unless otherwise specified, these policies apply to all Designated Rooms.

Special Exceptions. The Library Board of Trustees reserves the right to make special exceptions to any of the room use policies stated herein. Such exceptions must be approved by the Library Board of Trustees.

Purpose & Use Restrictions. Designated Rooms are not to be used for social gatherings, political rallies, religious services or personal/family events. Designated Rooms shall not be used for business or commercial gain. All room users are subject to all applicable Library policies. Appropriate library behavior is expected (see Library Behavior Policy).

Qualifying Users.

- **Community Room:** A group, organization, governmental agency, or business, whose mission is primarily civically, culturally, or educationally oriented, may use the Community Room. Furthermore, the users’ meeting purpose and objectives must be in the public interest of the citizens of Mooresville and Brown Township. Users serving Mooresville or Brown Township will have priority in scheduling, subject to the Library’s use priorities as provided herein.
- **YP Room:** YP Room users must be comprised of preschool through grade 12 youth, along with their adult chaperones. A group or organization whose mission is primarily geared toward youth, and is primarily comprised of youth members, and that serves the Mooresville/Brown Township community, may use the YP Room. Furthermore, the user’s meeting purpose and objective must be directed toward youth, and be in the public interest of the citizens of Mooresville and Brown Township.
- **Study Rooms:** Any Library patrons may reserve or use the Study Rooms, subject to priorities stated below, and first-come, first-served availability.

Library Board Right of Review & Refusal. The Library Director and the Library Board of Trustees reserve the right to review and refuse any room reservation requests not in concert with the policies stated herein, and the Director or Board may require sufficient time to make proper investigations before granting approval to use the Designated Rooms.

No Endorsement of Viewpoints Expressed. The Library does not promote or endorse any views of a particular group or user of the Library’s facilities. No such endorsement or promotion exists, either explicitly or implicitly, by virtue of any organizational or individual use of the Library’s facilities.

Designated Rooms Priority Use Schedule.

- Library use;
- Nonprofit groups/organizations and governmental agencies;
- Patrons and benefactors;
- Businesses, for-profit groups/organizations, and paid tutoring;

First-Come, First-Served Basis for Room Reservation. Users may reserve a Designated Room on a first-come, first-served basis, subject to the above-stated use priorities.

Advance Registration Required. Except for Study Rooms, the Community and YP Rooms must be reserved in advance at least two business days prior to their use. Users age 18 or older, representing either themselves and/or organizational users, must register either in-person or through the Library's online calendar system for Community Room reservations, and in-person only with the Library's Youth Services Department for YP Room reservations. Study Rooms may be reserved in-person or online, or use requests may be made at the time their use is desired, provided Study Rooms are available or not previously reserved for other users. Community Room use may be reserved up to 12 months in advance, with a maximum of 18 requests per organizational user within a one-year period, unless otherwise authorized by library administration.

Reservation Request—Library Response Time. Within two business days of making a room reservation request, the user or designated representative will be notified of the Library's decision permitting or declining the request.

User Compliance With Policies. Designated Room users shall comply with all requirements contained herein as applicable to the particular room being used. A copy of applicable policies shall be provided to users upon request or shall be made available by the Library through its electronic or web-based interfaces.

Restoration of Rooms to Original Condition. Designated Room users are responsible for setting up and restoring rooms. Users shall restore the Designated Rooms to their original conditions, as illustrated in reference photographs posted in the rooms or by other information from Library staff.

Cancellations. An advance notice of 24 hours must be given to the Library in the event that a scheduled use is to be cancelled. Failure to provide a 24-hour cancellation notice may result in forfeiture of the user's deposit.

Prohibited Activities. The following activities are strictly prohibited in the Designated Rooms:

- Smoking;
- Consumption or possession of alcoholic beverages or contraband substances;
- Candles, incendiary devices, or other fire-lighted materials;
- Attachment of any items to walls, ceiling, windows, doors, or any other library property;
- Political rallies or meetings, religious services or instruction, and personal or family events;

- Commercial exchange of goods or services, including, but not limited to, buying, selling, advertising, or trading goods or services for consideration of any kind;
 - There are exceptions for educational services or paid tutors, as well as Library-supportive activities, which are permitted.
- Disruptive activities that interfere with other library users; and
- Any unlawful activity.

No Liability for Lost or Stolen Items. The Library shall not be responsible for any property left on the premises. Furthermore, the Library shall not be liable for lost or stolen items on the premises.

Supervision of Children. The Library does not provide baby-sitting services for anyone using the Designated Rooms. When present upon Library premises, children must be supervised at all times by adults responsible for their care.

Designated Room Capacities.

- Community Room: Seating capacity is 200 persons; 100 persons with tables and chairs.
- YP Room: Total occupancy is limited to 43 persons, subject to special limitations below.
- Study Rooms: Varies depending upon specific room size. Occupancy shall not exceed designated capacities for each study room.

Special Capacity Restrictions, YP Room. To ensure safety of children using the YP Room, all users must adhere to the following ratios of adult/children occupancies.

- **Preschool/Kindergarten:** One adult to every 10 children. Maximum of 30 children.
- **1st Grade through 4th Grade:** One adult to every 15 children. Maximum of 30 children.
- **5th Grade through 12th Grade:** One adult to every 20 children. Maximum of 40 children.

Special Study Room Use Restrictions.

- Users ages 14-18: Only Study Rooms B or C are available for use.
- Users under age 14: An adult must remain in Study Rooms with children under age 14.

Study Room Time Limitations. There is a two-hour per user time limitation for study room use, which may be extended for a three-hour maximum if the study room being used is not otherwise reserved or scheduled by a different user. There is an automatic 30-minute block scheduled for room sanitizing after each use.

Responsibilities of Designated Representative. Community Room or YP Room users shall name a designated representative, who shall serve as contact person between the Library and the user. He or she is solely responsible for room use arrangements with the Library and is responsible for ensuring that those present during room use comply with applicable Library policies. The designated representative is particularly responsible for:

- Providing a completed reservation request form to the Library at least two business days in advance of room use;
- Providing a deposit or applicable fees to the Library at least 24 hours in advance of room use;
- Visiting the Library prior to the scheduled date for room usage to obtain security codes and instructions to access the facility security system, if applicable to the specific room being used.

Cleaning & Damage Repair Fees. Fees may be assessed to Designated Room users for any needed repairs or cleaning resulting from their use of the rooms.

User Deposits & Damages/Cleaning Deductions. Deposits are required to use Designated Rooms, except for Study Rooms. To offset maintenance and operating costs and to ensure proper facility care, the Library requires that all users tender a \$30 refundable deposit to secure a Designated Room. The designated representative shall be personally responsible for any property damage resulting from his/her group's room use. Payment of deposits is encouraged at the time of room reservation. Failure to tender a deposit at least 24 hours before scheduled room use may result in cancellation of the room reservation. Deposit refunds, after deductions for cleaning, damages, or other fees, shall be made within 30 business days following the scheduled room use. Deposit refunds shall be mailed to designated representatives providing a self-addressed, stamped envelope to the Library. Designated representatives may pick-up deposit refunds from the Library during normal operating hours. If a deposit refund is not picked-up within six months of receipt, such deposit automatically becomes a gift to the library.

Food & Beverage Fee. The Library has limited facilities available to accommodate light refreshment service; full meal preparation or service is unavailable. In addition to the \$30 refundable deposit, a separate \$40 NON-refundable food & beverage fee shall be assessed to Designated Room users who serve food or beverages, or who permit food or beverages to be brought upon Library premises. The refundable deposit cannot be applied to cover this fee. This fee must be paid at least 24 hours prior to scheduled room use.

Food & Beverage Service Trash Disposal. Designated Room users who provide food or beverage service, or who use catered services to provide same, are required to dispose of trash from the Designated Rooms in the Library's trash receptacle located in the parking lot.

False Security Alarm Triggering Fee. Designated Room users who trigger a false security alarm during their room use shall be assessed a \$25 fee, which must be remitted within 30 days following user notification by the Library.

Fee for Room Use Outside of Normal Library Hours. For Designated Room use outside of the Library's ordinary operating hours, users are required to pay a \$50 NON-refundable facility use fee. The purpose of this charge is to recover additional operating expenses incurred by the Library for heating/cooling, lighting, and water. Use of Designated Rooms that begins and ends during the Library's ordinary operating hours shall not be assessed this fee. Payment of this fee must be made at least 24 hours prior to scheduled room use.

Lost Key Fee. If a user has been given a key for a Designated Room and the key is lost, the user shall be assessed at \$10 key replacement fee.

Room Availability. Designated Rooms are available for reserved use according to the following schedule.

- Community Room: 6:00 a.m. to 10:00 p.m., seven days a week.
- YP Room & Study Rooms: Available during the Library's ordinary operating hours until 15 minutes prior to closing, subject to the following restrictions:
 - Paid Tutoring: Paid tutors may use Study Rooms up to a maximum of five hours per week.

Equipment & Room Accommodations.

- Community Room:
 - The Library offers Community Room users with electronic and multimedia equipment ("equipment") listed in its *Room Reservation Request Form*. Equipment requests must be made at the time of room reservation. The Library does not provide technical support for such equipment. A user's designated representative is expected to provide such resources as may be needed to use requested equipment.
 - The Library provides tables and seating, but it is the responsibility of the user or its designated representative to set-up, arrange, and restore tables and seating.
- YP Room:
 - Only the tables and seating currently situated in the YP Room may be used. No other seating or tables may be brought into the YP Room.
 - Electronic and multimedia equipment is unavailable in the YP Room.
- Study Rooms:
 - The Library provides Internet access in all Study Rooms, as well as limited computer equipment for designated purposes.

Condition of Library Equipment Following Its Use. Designated Room users shall return library equipment to library staff in proper working condition. Such users shall be responsible for any and all damage to, or loss of, library equipment. (8/2011)

Approved and adopted by the Mooresville Public Library Board on February 1, 1998, reviewed 1994, and revised July 7, 1997, August 4, 2003, February 6, 2006; September 5, 2006; reviewed and revised June 2021.

This policy is subject to revision at the discretion of the Mooresville Public Library Board of Trustees.