

Community Room

The Rabun County Public Library provides community space as a service to meet the needs of the citizens of the counties served by the Northeast Georgia Regional Library System (Rabun, Habersham, White, and Stephens Counties). The community room is primarily intended for library programming as well as nonprofit groups for noncommercial, informational, educational, and intellectual purposes, county and civic events, and programs of interest to the public. The community room may also be reserved for private functions and private social events at the discretion of the library manager. A private social function is defined as a one-time or infrequently occurring event outside normal programs or activities of the sponsoring or organizing body. Commercial groups may use the community room for educational and training purposes.

The community room availability is contingent no conflict with library programs or meetings, which always have priority.

Any group whose activities promote or incite lawless or obscene action will be denied use of the library's facilities.

Reserving the Community Room

The person authorized by the group to assume responsibility on its behalf and to sign the contract for the room must be a resident of the library service area and must have a library card in good standing

Only adults may reserve the community room. Adult supervision is required throughout the duration of the events designed primarily for children. Use of the community room must comply with local fire and safety regulations. The community room is available for groups of thirty-five (35) or fewer total meeting attendees. Excessive noise or the use of hazardous materials is prohibited.

Currently, the community room is available to accept reservations when the library is open to the public. All meetings must conclude thirty (30) minutes before the library closes. Failure to leave on time may result in denial of future use of the community room.

Before a community room reservation is confirmed a contract must be completed and if required, the responsible party must pay a non-refundable deposit equal to 50% of the room fee. A reservation will not be applied to the community room schedule until a contract is submitted and approved. For groups that meet regularly, a community room contract may be kept on file but must be updated on a quarterly basis.

No admission fees may be charged at any event in the community room except in conjunction with the library or the affiliated Friends of the Library. No money may be collected unless as payment for materials used in the meeting or as organizational

dues. Use of the community room for book signings by authors with a sale of that author's books will be permitted at the discretion of the library manager, Library Board of Trustees, or as a sponsored Friends of the Library program.

Groups or individuals requesting the use of the community room will be allowed a maximum of one reservation per month unless special permission is granted by the library manager. The community room may not be reserved more than forty-five (45) days in advance of the event date. Private social events may be booked up to six (6) months in advance.

No group or individual may transfer the use of the community room or bookshop to another group or individual.

Although the library will make every effort to honor your reservation, the library reserves the right, with as much notice as possible, to cancel a reservation if the community room is needed for county, city, or library business.

All reservations must be confirmed by the library manager or designee when the library manager is unavailable. A completed contract does not necessarily guarantee approval. Requests for community room usage will be considered in the order in which contracts were submitted.

The behavior of all participants using the community room and bookshop must be in accordance with the **Code of Conduct**.

Charges For Use of the Community Room

The Rabun County Public Library does not charge community or nonprofit groups for use of the library community room. Donations from these groups are accepted and appreciated.

Private Social Events- \$30.00 per hour.

Training and educational events sponsored by for profit individuals or organizations - \$30.00 per hour.

Library Equipment

Groups are asked to supply their own equipment for their events or presentations. The community room does have a large projection screen mounted to the wall that may be used for presentations.

Liability

Anyone utilizing the community room or bookshop assumes liability for any personal injury, damage, or loss suffered during the period of the agreement.

The library is not responsible for security or storage of property owned by groups using the community room, nor is it responsible for damage or loss of property of others.

Damage to the Community Room

Anyone utilizing the community room assumes all responsibility and compensation for damage or loss to the Rabun County Public Library facilities, equipment, **or** property. The community room may not be used for any activity that has a high potential for damage to the building or equipment, or might endanger, or physically harm the people present.

Food and Drink

The library kitchen facilities and refrigerator are not available for use to groups or individuals.

Light refreshments, catered meals, or covered dishes may be served in the community room. The group is responsible for leaving the community room in a clean and orderly condition.

No alcoholic beverages or tobacco products are allowed on library premises.

Refreshments in the library cabinets or in the library refrigerator are for library events only and may not be used by those reserving the community room. Should any of those items be missing upon inspection after the group has left the room, they will be charged accordingly.

Community Room Setting up and Closing

Anyone reserving the community room will be responsible for setting up the space. The community room must be returned to its original condition. Arrangements to use other furniture or equipment other than library furniture should be made when the reservation is made. Setting up and cleaning of the community room is the sole responsibility of the group; library staff will not be available to assist. No cleaning supplies are furnished by the library. When a group has finished with using the community room or bookshop it is their responsibility to inform the library staff, so that the community room can be inspected and locked.

All individuals or groups using the community room or bookshop are responsible for removing their own trash.

Cancellations

Anyone canceling their reservation should notify the library manager immediately. Failure to notify the library manager of a cancellation may result in denial of future use of the community room. Arriving fifteen (15) minutes late or more may result in cancellation of your reservation. If the library closes due to inclement weather or other extraordinary circumstances, the group will be notified if possible. It is the group's responsibility to notify attendees. The library is not responsible for any cost incurred by any group as a result of such a closing.

Loss of Privileges

Failure to abide by policies or related regulations will result in cancellation or refusal of reservations.

Library Endorsement

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs. Publicity for meetings may not be completed in such a manner as to suggest library sponsorship or co-sponsorship. Groups may not use the name or address of Northeast Georgia Regional Library System or the Rabun County Public Library as the official address or headquarters of the organization.