

## COMMUNITY ROOM & MAKERSPACE USE POLICY

Updated 3/20/2024

The North Valley Public Library's Community Room & Makerspace are designed primarily to meet the operational needs of the Library.

The rooms may be requested for use by governmental bodies providing instruction, information, and education to the community. Local not-for-profit civic and cultural organization operated exclusively for educational or charitable purposes may request the rooms to provide entertainment and information to the community. When not in use for library-related activities, the rooms may be reserved for up to **two** months on a first-come, first-served basis, but are limited to 2 evenings per month.

North Valley Public Library cannot guarantee the accuracy of the information provided by organizations requesting the room and the views and opinions expressed in such programs belong to those organizations. As such, the North Valley Public Library requires that all non-library programs clearly state on all their advertising materials, including press releases, flyers etc., "This is a not a library sponsored event. The opinions expressed are solely those of the [Organization's name] and do not reflect the opinions and beliefs of the North Valley Public Library."

### **FACILITIES:**

The Library has a carpeted Community Room approximately 990 square feet, which will accommodate up to 67 people with 8 tables for meetings as well as many chairs. Organizations are required to leave the setup as they found it.

The Library also has a Makerspace room with a cement floor, which has a 16-person occupation limit with chairs and tables. This is a room where creativity can flourish with those programs and meetings that may be too messy for the Community Room. The room has 4 collapsing 30"x72" tables meant for art projects and programs where spills may occur.

The rooms must be left in as neat and clean a condition as it was found. You may not tape, staple, nail or adhere anything to the walls or any painted surface in the room.

Refreshments are permitted in the rooms. Only food not requiring cooking on the premises may be served. Clean-up is the responsibility of the group. You will be denied any future use of the room if the room is not left clean and without damages. Damages may be charged if the Board so determines.

### **PRIORITIES:**

1. Library-related or sponsored programs and meetings.
2. North Valley Public Library Foundation programs and meetings.
3. Literary and literacy events.
4. Programs and meetings of government, not-for-profit civic, educational and cultural organizations.

### **RESERVATIONS:**

The person authorized by the organization completes a Community Room Request/Agreement to request a room online. Once the form is submitted, the request will be reviewed by designated staff to make sure it does not conflict with upcoming library activities, previously scheduled groups, or

Community Use Policy. Because the Community Room and the Makerspace are separated by a thin wall, and the Makerspace is the gateway to the restrooms and sinks, a request may be denied if one program would infringe upon the success of a program previously booked. Makerspace and Community Room may not both be booked by different organizations if the program will end after the library is closed. The Library contacts the person on the form to either approve the request or let them know the Library is unable to accommodate the request.

Reservations will be made on a first-come, first-served basis. Organizations may reserve for no more than two months from date of booking and may not rebook until the last date of the reservation to allow library programs and other groups to have a chance for the room. The reservation will appear on the library online calendar as "Outside organization."

No organization may schedule more than two evening (5 pm and after) meetings per month. Please reserve early. Reservations made less than 72 hours in advance may not get approved on time. Please note the library is closed on Sundays and major holidays. Organizations must give the Library 48-hour notice of cancellation. Failure to do so may result in the cancellation of or refusal of future reservations.

The library must be notified immediately if there is any change in contact information. If the meeting ends after Library hours, that person will be responsible for securing the building according to the instructions provided and ensuring that the building is cleared of all individuals. The contact person must be the last to leave the building.

#### **FEES AND AGREEMENTS:**

- Individuals and organizations reserving the room must sign the agreement online and will be held liable for any damages or loss of the key.
- Use of the meeting rooms by for-profit entities or individuals for commercial purposes is prohibited unless prior approval is granted by the Board of Trustees at their monthly meeting. If approved, the cost to reserve the room is \$100. A cleaning deposit of \$50 is also required and will be refunded if room is left in same condition as found.
- Use of the meeting room for nonprofit fundraisers or sales is prohibited unless prior approval is granted by the Board of Trustees at their monthly meeting. If approved, the cost to reserve the room is \$25. A cleaning deposit of \$50 is also required and will be refunded if room is left in same condition as found.

#### **REGULATIONS:**

- Reservations may be made only by persons 18 years of age or older.
- No admission may be charged for any meeting. No collection, other than for member dues or a fee for the actual cost of the program, may be taken during any meeting.
- No private parties such as wedding showers, birthday parties, etc. will be allowed.
- Storage of goods, materials, or pamphlets by organizations meeting at the library is not permitted.
- All meetings must be open to any member of the public.
- All meetings must comply with the Americans with Disabilities Act.
- If groups have members aged 10-18, one adult for up to 10 children must be present, and additional adults in a 1:10 ratio (i.e. 2 adults for up to 20 children, 3 for up to 30 children). Children under the age of 10 may not be left unattended by their parents or caregivers according to the NVPL Child Safety Policy.

- Smoking is not permitted. Alcoholic beverages may be approved by the Board of Trustees in advance.
- Organizations showing films or videotapes must secure all necessary performance licenses. This includes all films and videos regardless of whether accessed by an online platform or physical media. Proof of public performance rights to screen at a public library are required before reservations are approved. The Library complies with the Children's Internet Protection Act (See the *Computer Internet Use and Safety Policy*) and uses internet filtering. Websites, images, videos may be blocked. Staff are unable to remove filtering. Outside organizations showing films or videotapes are expected to provide their own equipment and technical expertise.
- Attendees must comply with all Library District policies and procedures.
- No meeting which may disrupt or conflict with normal library operations or services may be held.
- Failure to abide by these rules may result in the cancellation of or refusal of future reservations.
- The Library reserves the right to cancel any reservation upon 48 hour notice.

#### **Inappropriate Activities:**

The Library Board shall have the authority to deny a meeting if it is deemed inappropriate to the mission of the Library as advised by the Library Director. Examples of what could be considered inappropriate are:

- Activities which could be harmful or dangerous to the health and safety of presenters, participants, attendees, library patrons or staff.
- Activities that might cause harm to the building and/or its contents.
- Activities that could be harmful to minors, if minors are allowed to participate.
- Disorderly behaviors or noise levels that could be disruptive to the library.
- Activities that for any reason may interfere with the regular operation of the library.
- Activities that for any reason require too much space or security beyond the ability of the library to provide.

#### **INDEMNIFICATION**

Any group using the meeting room shall indemnify and hold harmless the North Valley Public Library for any and all damages, costs or injuries which may arise out of its use of the premises.

The Library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the meeting room.

#### **UNCOMMON EXCEPTIONS TO PUBLIC USAGE:**

The Montana State Legislature passed the Montana Economic Development Industry Advancement Act (MEDIA Act) in 2019 to provide an income tax incentive to attract film, television, and other media production to the State because film production generates significant economic activity for their host communities, drawing out-of-town spending, generating jobs, and bolstering local businesses.

The library supports the MEDIA Act by making its facilities available at a fee of not less than \$100 per use, as long as the use does not interfere with the regular operations of the library, including library programs and meetings. The director determines what use can be accommodated without disrupting the library. If a film, television, or other media production wants to use the patron areas for filming then special permission from the board is required and producers should ask to be placed on the agenda of a regularly scheduled monthly board meeting.



## COMMUNITY ROOM and MAKERSPACE REQUEST/AGREEMENT

Organization: \_\_\_\_\_

Contact Person Name (PRINTED): \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Email: \_\_\_\_\_

Dates requested: \_\_\_\_\_

Home phone: \_\_\_\_\_

Meeting start time: \_\_\_\_\_

Cell/Work phone: \_\_\_\_\_

End time: \_\_\_\_\_

Address: \_\_\_\_\_

Estimate number attending: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Room requested: **Community Room** or **Makerspace** (pick one by circling your choice)

### Please review and check each statement:

\_\_\_\_ I have read the North Valley Public Library Community Room & Makerspace Use Policy and the North Valley Community Room Closing Instructions. We understand the rules and responsibilities for the use. We agree to abide by all conditions as stated and ensure that appropriate procedures are followed in securing the building if end time is after Library closing. Failure to abide by these rules may result in the cancellation of or refusal of future reservations.

\_\_\_\_ I understand that advertising materials, including press releases and flyers must include the following disclaimer, "This is a not a library sponsored event. The opinions expressed are solely those of the [Organization's name] and do not reflect the opinions and beliefs of the North Valley Public Library.

\_\_\_\_ The Library will be vacated no later than our assigned end time. If our end time is after Library closing, the contact person will be responsible for insuring the Library is secured.

\_\_\_\_ I understand that there is no guarantee of usage of this facility. Use will be denied if any abuse of policy or procedure occurs. If the Library needs use of the room at a time we have scheduled, we will make other arrangements.

\_\_\_\_ We will notify the Library immediately if our group will not be meeting as scheduled or lose our use privileges.

\_\_\_\_ We will update the name and phone number of our contact person as needed.

\_\_\_\_ The North Valley Public Library or staff will not be held liable for any damage, loss or bodily injury occurring to property or persons attending our meeting. We understand that the group will be held liable for any damage to, or loss, of Library property occurring in conjunction with our meeting.

\_\_\_\_ I understand that if my program is after hours, or on a day that the library is closed, I must come to the library during regular business hours to sign out a key. Library staff will not be available to let me into the meeting room if I forget to pick up the key in advance.

\_\_\_\_ I am signing on behalf of the following organization: \_\_\_\_\_

**NVPL Staff Use Only** (Director or the Assistant to the Director):

Approved: \_\_\_\_ Disapproved, and reason: \_\_\_\_\_

Condition of room after use: \_\_\_\_\_

## **COMMUNITY ROOM & MAKERSPACE**

### **CLOSING INSTRUCTIONS**

3/15/2023

Leave the community room and makerspace in the condition you found them.

- Make sure there is no leaves, mud, or food on the floors. Use sweeper if necessary. Floors can be wiped with water if necessary.
- If you moved furniture, return tables and chairs in the setup you found them.
- Remove all garbage and place in dumpster in alley behind the library.
- Lock front doors.
- Lights off in Community Room, Makerspace, bathroom and hallway.
- During library hours return key to staff and let them know you are finished in the room.
- After-hours return key in book drop, located at front of main library entrance.