



Columbia Heights Public Library

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FACILITY USE POLICY

PURPOSE: To list requirements for use of library meeting rooms by individuals and organizations.

GUIDELINES:

1. The primary purpose of the space within the library is to support library programs and services. Activities, meeting, exhibits and programs sponsored, co-sponsored or otherwise provided by the library will have priority for the use of all rooms.
2. The library makes meeting space available to the public regardless of beliefs or affiliation of the individuals or groups requesting their use.
3. Scheduling for rooms will be handled by the Library Director or designated staff.
 - a. Meeting rooms are intended for groups of four or more people. Study rooms are available for individual use or one-on-one discussions.
 - b. Rooms available for public use are the Community Room 100 (maximum capacity is one-hundred persons), Meeting Room 132 (six persons) and three Study Rooms: 133, 134, and 135 (one to three persons per room).
 - c. The History Room and Craft Room are available for use on a pre-arranged basis.
 - d. All meeting room reservations are placed on the calendar. The phone number and name of the person assuming responsibility for the use of the room, and name of the group and are needed to reserve a room.
 - e. Those reserving meeting rooms must complete and sign a “Facility Use Responsibility Agreement” and will receive a copy of this policy. The person must be of legal age. The use of equipment, set-up arrangements, and other requirements must be specified at the time of scheduling.
 - f. Rooms are available without charge during scheduled library hours, if not needed for library purposes.
 - g. The Community Room may be rented outside of regular library hours for a fee of \$25 per hour. The Community Room may be rented when not being used for library programs between the hours of 7 a.m. and 11 p.m. Monday through Saturday. A completed “Facility Use Responsibility Agreement” and all rental fees are due in full before the scheduled meeting.
 - h. Lessee should notify the library of cancellations as soon as possible so that the space may be used by others. Rental fees may be refundable with a forty-eight hour notice of cancellation. Three no-shows for a reserved room will result in loss of rental privileges for one year.
4. Rooms may be scheduled by Columbia Heights residents or non-profit groups that are open to the general public and appropriate to the facility.
 - a. Appropriate use would not include activities that might damage the facilities, and those which may interfere with the regular use of the library.
 - b. Because of the implied endorsement of the library’s institutional standing and potential liability to the library, health screening activities will not be a permitted use of meeting rooms except for outreach programs provided by Anoka County, by local hospitals, or by recognized non-profit health organizations.

5. The rooms may not be used for commercial purposes or functions.
 - a. No fees may be charged to individuals attending meetings or programs.
 - b. Exceptions may be made for library-related activities and materials required for training.
6. Approval to use the library meeting rooms does not constitute an endorsement by the library of any beliefs, policies, information, or programs of the user. All advertisements, press releases; announcements, and posters must list the individual or organization responsible for the event and include the following statement: "This event is NOT sponsored by the Columbia Heights Public Library."
7. The number of persons using a room must not exceed the legal capacity of the room. Persons reserving the room must sign a responsibility form and agree to leave the room in good condition. Person reserving the room will be responsible for any damage incurred.
8. Reservations will not be accepted more than sixty (60) days in advance of meetings. Rooms are available on a first-come, first-served basis. No provision will be made to reserve rooms on a constant or re-occurring basis—rooms will be booked for each meeting as appropriate. Study Rooms will not be reserved in advance.
9. Rooms are intended for the use of local residents/organizations. They will receive priority over non-residents.
10. Priority will be given to activities such as literacy tutoring, group study, and reading placement exams. Literacy tutoring may be scheduled on a regular weekly basis.
11. Food and beverages may only be used in Community Room 100 and will be limited to coffee, soft drinks, and packaged and non-perishable refreshments. No cooking will be allowed; no small appliances may be used; no meals will be served; no alcoholic beverages will be allowed.
12. State and local fire codes apply to use of library spaces.
13. Storage of equipment or supplies for groups using the room will not be allowed.
14. Community room includes a ceiling mounted projector, screen, audio system, and smart podium. Presenters must bring their own laptops. Library staff support of audio-visual technology is limited.
15. Nothing may be affixed to library walls (e.g. tape, tacks, putty, temporary hangers, etc.)
16. Furniture must remain in the space. No other items may be brought into the room without prior permission of the library.
17. Rooms are to be in the good order in which they are found. Chairs and tables will be returned to the original places. The room must be vacant by the hour specified on the application or 15 minutes before the library closing time. Study Rooms and small Meeting Rooms are available during regular library operating hours. The Community Room may be rented between the hours of 7 a.m. and 11:00 p.m. Monday through Saturday. User will be responsible for any damage to room, furniture, or equipment.
18. Smoking is NOT allowed in any of the rooms of the library building.
19. No keys will be issued for the library facilities.
20. The library reserves the right to revoke a reservation to use a meeting room if the room is needed for library purposes at the specified time. A two-week notice of cancellation will be given.

Approved: 7/13/2016

Columbia Heights Public Library Board of Trustees


 Patricia Sowada (Chair)