

Taylor County Public Library

Community Room Policy

- The room is available to nonprofit groups for philanthropic, educational, cultural, or civic purposes. Only 3 meetings per week, 3 hours maximum per meeting may be reserved
- Meetings must be free. Private parties and gatherings cannot be accommodated
- Set-Up – You are responsible for-up you may need, i.e., use of tables, chairs, kitchen, etc.
- Clean-up – You are responsible for cleaning up after an event and leaving the room as it was prior to the meeting.
- The President, Program Chairman, or leader of the group should be responsible for getting the key to the Community Room, and for the return of the key to the library within 24 hours. The key may be put into the bookdrop if after library hours.
- There is Audio Visual Equipment available for use in the room, free of charge, if not in use by another patron. You must be a registered patron in good standing to reserve such equipment.
- The library is unable to store any items for groups using the Community Room.
- A contact person and phone number, and brief description of the event is required for booking the Community Room.
- All events are assumed to be open to the public.
- Lights, air conditioners, or heating systems must be turned off when leaving.
- Please notify the Taylor County Public Library at least 24 hours in advance if you must cancel a meeting in order to allow for other bookings.
- Should any organization not abide by the stated rules and regulations, further use of the Community Room will be forfeited.
- The Taylor County Public Library Board is the final authority concerning any disputes concerning the Community Room.

I understand the above Taylor County Public Library Room Policy, and it is my intention to follow all of the listed items.

Signature of Community Room User and date of the meeting: _____