

# DOVER FREE LIBRARY

(802) 348-7488

*Reading Expands Your Mind*

## POLICY FOR USE OF THE DOVER FREE LIBRARY COMMUNITY ROOM BY NON-LIBRARY GROUP

**Use of the Community Room by non-library groups for cultural, educational, and recreational programs is encouraged provided such use does not conflict with programs sponsored by the Library. These gatherings must be free and open to the public.** (There are certain official Library meetings that are not open to the public, such as Library staff meetings, interviews, training sessions, and the like.)

### **ELIGIBLE ORGANIZATIONS** (order of priority)

- Library programs
- Library related groups, such as Night Owls Discussion Group, etc.
- Town of Dover meetings
- Civic, school and non-profit groups presenting programs of public interest
- Other groups not included above, and not specially excluded in the Dover Free Library Community Room Policy

**FEES:** no charge, but donations are welcome and appreciated

**FACILITIES:** the Community Room can accommodate up to 60 people. Groups are responsible for setting up any tables and chairs used, and returning them to their original position at the end of the meeting.

**TIME AVAILABLE:** Groups must begin their meetings at a time when the Library is open.

### **RESERVATIONS**

- Reservations may be made in person or over the telephone. A completed *REQUEST FOR USE* form confirms the reservation.
- A *REQUEST FOR USE* form must be completed in advance of each meeting. A single form may be filed by a group holding regular monthly meetings, as long as all the conditions of use and responsibility continue to be met. Note: Reservations for regular monthly meetings are based on the fiscal year and will expire on June 30 of each year. The Library requires an updated *REQUEST FOR USE* form for regular monthly meetings each July 1.
- Single reservations may be made up to 3 months in advance.
- A representative of the group must read the Community Room Policy and complete a *REQUEST FOR USE* form. Since the representative commits the organization or group to following this policy and assumes responsibility for any damages to the Library, he/she should be someone whose standing in the group carries this authority.
- The Library reserves the right to release the name and telephone number of the person and group making the reservation to anyone inquiring about the meeting.
- A group must give the Library at least two days cancellation notice or future use may be prohibited.

### **THE FOLLOWING ARE NOT PERMITTED IN THE LIBRARY:**

- Solicitation, sales, fees or requested donations
- Smoking, gambling, or alcoholic beverages

- Posting or hanging anything on the walls unless advance approval is given by the DoverFreeLibrary Director
- Copying of copyright software; high voltage equipment
- Decibel levels inappropriate to the Library

**Permission to use the Community Room is granted on condition that all rules are followed. The Library reserves the right to cancel a reservation with reasonable notice to the group.**