

# GILLETT LIBRARY COMMUNITY CENTER POLICY

## The Community Center consists of 4 separate meeting room/banquet spaces...

**NORTHWOODS MEETING/BANQUET ROOM:** accommodates 200 for weddings/parties/business events

**RED CEDAR ROOM:** accommodates 10 for smaller groups

**WHITE PINE ROOM:** accommodates 10 for smaller groups

**BLUE SPRUCE ROOM:** accommodates 8 for small groups

1. The facility is available to nonprofit organized groups and government agencies in the local library service area. Exceptions may be made by the Library Board. 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 by the Library Staff or Board.
2. Nonprofit groups will pay \$10/use with a cap of \$50/year. All other groups will pay \$75.00/day. The \$75.00 fee will reserve the entire facility (no other meetings will be able to be scheduled). Donations to the library are encouraged by all groups to help with the maintenance of the facility and to provide improvements.
3. All meetings must be booked in advance and will be on a first come, first reserved basis. The facility may be reserved not more than one year in advance. It is understood that library programs will have first priority for facility use. However, a scheduled meeting will not be bumped except under extraordinary circumstances by action of the Library Board.
4. An adult may pick up and sign for a key up to two days before the event. The key shall be returned to the library staff the following business day after a meeting. If a key is lost, the library will retain the right to bill an individual/group for lock and/or key replacement.
5. Fire codes require that both outside exit doors remain unlocked while the facility is in use.
6. Each group will be responsible for setting up the chairs/tables and returning them back to the racks when their event is finished.
7. The library owns a TV/DVD player/projector/screen that can be used by a group if requested in advance.
8. Refreshments may be served and shall be provided by the group. A 30 cup coffeepot, refrigerator, and a convection/microwave oven are available for use. If used, the kitchen must be left in clean condition.
9. Recycling containers are provided; please rinse all recyclable before disposing of them.
10. All garbage must be removed by the group after their event. Garbage bags will be provided.
11. Smoking on the Community Center/Community Square premises is not allowed at any time.
12. The library is not responsible for any items/equipment brought by the group. The property of an organization may not be stored in the facility.
13. All functions at the Community Center facility must end by 12:00 midnight.
14. Any damage or loss incurred are the responsibility of the group using the facility. An adult must supervise all meetings. The facility must be left in a neat, clean, and orderly condition. If not, the group will be charged a \$25.00 cleaning fee. A representative from the group must sign a copy of this policy acknowledging that the policy has been read and understood. This person is responsible for completing all tasks on the **Community Center Use Check-Off List** which is posted in the facility...including but not limited to the following:
  - Turning out the lights
  - Checking the restrooms/cleaning if necessary
  - Securing/locking the doors
  - Removing the garbage
  - Returning the key to library staff on the next business day following your event

*Amended and approved by the Gillett library Board 1-24-2018*

# GILLETT LIBRARY COMMUNITY CENTER REQUEST FORM

**I/We have read and understand the Gillett Library Community Center Policy and agree to the rules within.**

**I/We will communicate these rules to my group.**

**The facility keys will be returned to the library staff the next business day after your event.**

Organization requesting use of facility: \_\_\_\_\_

Contact person/responsible party: \_\_\_\_\_

Address of contact person: \_\_\_\_\_

Phone # of contact person: \_\_\_\_\_

Community Center Room requested: \_\_\_\_\_

Purpose of your event: \_\_\_\_\_

Facility Fee (to be paid at the time the room is reserved): \$\_\_\_\_\_ Check box if PIF:

Additional donation to the Gillett Library: \$\_\_\_\_\_

User signature: \_\_\_\_\_ Date: \_\_\_\_\_

Library staff initials \_\_\_\_\_