

The Sherman Library Association Barn Program Room Policy

The Sherman Library provides meeting space as part of the library's basic services and makes space available to the community for educational, cultural, intellectual and civic activities.

The primary use of **Sherman Library Barn Program Room** is to provide space for adult and children programs and functions that are organized or presented by Sherman Library. When the room is not needed for library activities it may be used by non-profit Sherman organizations during library hours. However, meetings on rare occurrences may be "bumped" to accommodate official library activities.

The barn's capacity is approximately 100 people standing. 60 seated in chairs. 50 seated at tables. Several tables and 60 chairs are currently available. The room has audio visual equipment including a microphone, DVD player, surround sound, projector and screen. There is an Assistive Listening Hearing Loop and Wi-Fi throughout. The Barn Room has its own entrance with access to a restroom. The kitchenette includes a small refrigerator, a sink and microwave.

Reservation request forms are available at the library or on the library website.

The Library Director shall review each application according to the following guidelines:

The activity should be for the educational, cultural and/or civic betterment of the community.

The room is not available to non-residents or for-profit organizations at this time.

No admission or registration fee may be charged and no services or products may be sold.

Rentals are not permitted for the purpose of promoting a business, for any sales, or solicitation of business.

The room may not be used for private social functions (birthday parties, receptions, reunions, etc.).

The activity shall not be for purposes of conducting religious observances.

The activity shall not be disruptive to the library or neighborhood.

Those applying to use the Library Barn Program Room must agree to and adhere to, the following:

Permission to use the facility does not constitute an endorsement of the group's policies or beliefs by the Sherman Library. Groups providing public programming must acknowledge their sponsorship in any publicity or advertising and say "This program is sponsored by (organization name) and will be held in the Barn Room at the Sherman Library."

Advance reservations may be made by a single group up to six times a year. Reservations can be made up to three months in advance. At this time the room may be used during library hours. Special scheduling considerations must be approved by the Library Director.

Bookings are granted in the order in which they are received.

Persons booking the room must be at least eighteen years old. A point person is responsible for proper use of the room and must be in attendance.

A completed application must be received at least fourteen days in advance of the scheduled event.

Groups must provide their own refreshments and supplies. There are no cooking facilities.

Smoking is not permitted

Alcoholic beverages are prohibited except as waived by the written permission of the library director.

At the discretion of the Director the group using the space may be asked to provide a certificate of insurance showing liability as the certificate holder with a minimum limit of \$1,000,000. If alcohol is served (not sold) the certificate must include alcohol liability coverage.

Required insurance certificates must be obtained and submitted to the library not less than fourteen days prior to the scheduled event.

To cancel a reservation please call at least seven days in advance. Cancellations because of inclement weather may be rescheduled. The library reserves the right to cancel your reservation due to unforeseen circumstances.

Non-profit organizations can use the facility at no charge during library hours. (A donation of \$25-\$50 is welcome) After hours fee TBD.

Users are responsible for:

Proper supervision and behavior

Setting up chairs/ tables

Leaving the room in original, clean, orderly condition, removing trash

Costs arising from loss, damage or excessive janitorial services

No materials may be affixed to walls or doors.

If AV equipment is used group is required to have advanced training.

The library is not responsible for materials or equipment brought in by the group.

During library hours groups are requested to park at the far end of the library lot.

The Library Director or Board may accept, reject or revoke any applications to use the meeting room.

Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.

Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

The library reserves the right to amend, add to, modify or delete any of the provisions of this policy at any time, with or without prior notice.

Special arrangements may be made at the discretion of the Library Director.

Sherman Library Board of Trustees September, 2014