



GRINNELL LIBRARY COMMUNITY ROOM USE POLICY

The basement community meeting room at Grinnell Library may be reserved by educational, civic, cultural, and governmental groups. The room is not available for activities that are solely political or religious in nature. The room is also not available for for-profit purposes.

Reservations may be made up to three months in advance on a first-come, first-served basis. Priority for the meeting room is given to programs sponsored by the library. The library also reserves the right to prioritize requests to use the room for events that are open to the public, that serve more than two people, and that further the library's mission.

Meetings and activities using the basement community room must begin at least thirty minutes after the library opens and end at least fifteen minutes before the library closes.

Library staff can deny use to group that is disorderly or violates any library policies. Failure to comply with rules may result in suspension of a group's meeting room privileges. The Library reserves the right to end a program and ask participants to leave if Library rules or policies are violated.

Permission to use rooms does not constitute approval by the Library of any group's mission, beliefs, or positions. Any signage and publicity must state clearly that the event is not affiliated or sponsored by Grinnell Public Library District.

Community room capacity is 47 people. Approximately six tables and approximately 20 chairs are available for use. Reserving groups must provide all other equipment. Groups are responsible for room set up and configuration of tables and chairs as well as returning the room to its original condition.

Refreshments may be served only with prior approval of Library staff. No tobacco, marijuana, or any illegal substances may be used at any time.

Groups using the room for activities involving youth under the age of 18 must ensure adequate adult supervision at all times.

By using the community room, individuals and groups agree to be held responsible for any damage or liabilities arising from their activities in or use of the community room.

If extra maintenance or housekeeping services are necessary due to use of the community room, the Library reserves the right to charge the person who reserved and used the room for the cost of cleaning or maintenance at a minimum of \$25.00.



Incorporated organizations who are using the community room for programs not sponsored by the Library must present a Certification of Insurance (COI) naming Grinnell Public Library District as an additional named insured prior to using the room.

Insurance requirements:

- Organizations and groups using the Library community room must, before using the room, provide the Library with proof of insurance from a carrier that has at least an A.M. Best A- rating and is licensed to conduct business in New York.
- Minimum required insurance coverage includes:
 - \$2,000,000 aggregate
 - \$2,000,000 products and completed operations aggregate
 - \$1,000,000 personal and advertising injury
 - \$1,000,000 damage to premises
 - \$10,000 medical expenses
 - \$1,000,000 each occurrence
- By using the community room, organizations and groups agree to indemnify the Library for any applicable deductions or self-insured retentions.

Approved by the Board of Trustees: 3/20/2024



APPLICATION FORM
USE OF GRINNELL LIBRARY BASEMENT COMMUNITY ROOM

Name and address of organization

Name of person completing application: _____

Telephone: _____

Email address: _____

Purpose of meeting: _____

Will the event be open to the public? _____

Expected number of participants: _____

Proposed date and time: _____

Alternate date and time, if applicable: _____

Will food or beverages be served? If yes, please explain

I agree to abide by the regulations of the Grinnell Public Library District in regard to the use of the community room and will be personally responsible for any damage to the room and its contents.

Signed _____ . Date _____

Approved by the Board of Trustees: 3/20/2024