



## **Chili Public Library Ireland Community Room and Study Rooms Usage Policy**

### **Statement of General Purpose**

This Policy for public use of the library's Barbara M. Ireland Community Room (henceforth referred to as the "Ireland Room") and Study Rooms has been approved by the Chili Public Library Board of Trustees and will be administered by the library director or the director's designee. The library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." Renters agree to accept and adhere to the policies contained herein, as well as additional policies of the Library and the Town of Chili.

### **Ireland Room Reservation Priority**

1. Chili Public Library programs
2. Town functions
3. Resident and Community Center Member Reservations
4. Non-Resident Reservations

Room Reservations in the Chili Community Center will be completed through the Chili Recreation Department whose offices can be found inside the Community Center. Room Reservation Forms may be obtained at the reception desk in the main lobby, at the Information Desk in the Library, or on the Town's website. Please note beside the Ireland Room, the Community Center also has other available rooms to rent.

### **Ireland Room Rental Hours**

Monday – Thursday 9:30 am-8:00 pm  
Friday – Saturday 9:30 am-4:00pm

### **Ireland Room Reservation Requirements**

1. Approval for use will be on a first-come, first-paid basis and depends upon space availability. Contact Chili Recreation for more information.

2. Groups may schedule standing reservations for a period not to exceed three months. Those wishing to make such reservation must make payment for the entire reservation term at the time the reservation is made. No refunds will be issued for unused or cancelled dates.
3. Room Reservation requests must be by the individual or group representative responsible for the reservation. The individual or representative may also be required to meet with Recreation staff in person prior to the rental.
4. Renters may be required to provide general liability insurance. This must be supplied to the Recreation Department prior to the rental and must list the Town of Chili as Additional Insured.
5. Renters may be required to submit written details of their organization, nature of event, number of guests expected, and special needs or requirements. **The Library and/or Chili Recreation reserves the right to deny any activity or event deemed inappropriate for the Community Center.**
6. Renters must be 21 years of age or older.
7. No alcohol or smoking is allowed.
8. Additional rental rules may apply, see Reservation Application for more information.

#### **Ireland Room Reservation Process**

1. The individual or group representative fills out a Room Reservation form.
2. The request is reviewed by the Recreation Department, and is approved or denied.
3. Following notice of approval by Chili Recreation, the group has 3 working days to complete payment, or the request will automatically be cancelled and the date may be rented to another group.
4. The group representative meets with Recreation Staff to see the room and review the rental policies.
5. A Permit will be issued after required items, including insurance (if applicable), have been provided to the Recreation Department.
6. On the day of the rental, the group representative will be given access to the room.

#### **Security Deposits & Damage for use of the Ireland Room**

1. A \$100 Security Deposit (cash or check made payable to the Town of Chili) will be required for room rentals. The Security Deposit will be returned to the renter pending no damage has been done to the room.
2. Group Representatives should inspect their rented room prior to the event and report any noticeable damage to the Front Desk.

3. Damage fees will be assessed in the following situations, or as deemed necessary by the Library Director and/or the Recreation Director:
  - Broken furniture or equipment
  - Stains on walls or floors
  - Stains on carpets
  - Defacement of the interior or exterior of the building
  - Damage created by improper use of equipment or non-compliance of facility rules
  - Disturbance created for other groups/users
  - Police called for emergency/disturbance
4. Damage fees are based on replacement or repair costs incurred, and may exceed deposit amount. The Town of Chili may take legal action to recover these costs.
5. A post-function walkthrough will be required. Community Center staff will inspect the room immediately following the event with the group representative. Any damages will be noted and reported to the Recreation Director.
6. Pending there was no damage or missing items, the Security Deposit will be returned (during normal Recreation Office hours). If damages were noted, the group representative will be contacted by the Recreation Director who will advise on the course of action that will be taken.

### **Food, Beverage & Catering**

Food service, supplies, condiments, etc. are not provided by the Chili Community Center. The serving of food and/or use of the Community Center kitchen must be authorized prior to permit being issued. On-site caterers will be required to submit a Certificate of Insurance naming the Town of Chili as Additional Insured. This must be submitted prior to the event.

### **Cancellation/Changes**

Facility rentals are generally non-refundable. If the cancelation was initiated by the Town for any reason, you will receive a full refund. In cases where the cancelation was made due to a medical emergency or certain hardship condition, or if the Town is able to rebook the facility for the same date, a refund may be made. Requests for facility refunds must be made in writing. The requestor may receive a full or prorated refund based on a case by case review by the Recreation Director.

Changes in the number of people expected at an event should be communicated to the Recreation Department in a timely fashion. Note that increases in attendance which require a larger room in the Community Center will only be accommodated based on availability and is not guaranteed. Additional fees may apply. Renters must adhere to the capacity posted in the room.

### **Fire Regulations**

The renter must comply with building codes set forth by Federal, State and local government, including maximum room occupancy. There must be no obstruction of fire safety equipment, fire pull boxes, or entrances and exit within the Community Center. Open fire, flames, candles, lit cigars, cigarettes, pipes, or matches/lighters are prohibited. In case of fire and/or fire alarm, all occupants must immediately exit the building.

**Animals**

Animals are not permitted in the Chili Community Center except for service animals for patrons with disabilities. Emotional support animals are not recognized by the Americans with Disabilities Act as service animals, and therefore are not recognized as such by the Town of Chili.

**First Aid/Injuries**

If injury of any severity occurs, the permit holder is required to notify the Library/Community Center staff immediately. An Incident Report must be completed by an adult representative from the group.

**Gratuities**

Town of Chili policy prohibits any Town employee from accepting gifts, gratuities, complimentary items, or other favors from groups using the facility.

**Non-Resident Groups**

Non-Resident Groups are defined as those groups or organizations whose membership or participation are comprised of less than 75% of Chili residents. Verification must be provided prior to making a reservation.

**Ireland Community Room Capacities & Fees** All rentals include 30 minutes before and after rental for set up and clean up

Room	Resident/Member Price	Non-Resident/ Business/Organization Price
Ireland Room Room 140	\$20/hour	\$50/hour

Note: Chili Non-Profit Organizations may be eligible for a reduced or waived fee. Contact Chili Recreation for more information.

**Study Rooms Guidelines**

- A. The two Study Rooms within the Library may be used on a first come first serve basis for up to 2 hours.
- B. Reference staff will monitor the Study Room use.
- C. Patrons ages 16 and up are allowed to use the Study Rooms alone. Children under the age of 16 must be accompanied by an adult.

The room capacity for the Ireland Room is 140 persons. The room capacity for each Study Room is 4 persons.

Children twelve (12) years old and younger may not be left unattended in the Chili Public Library while parents or guardians are in meeting within these rooms.

The library shall not assume responsibility for the security of items brought into the meeting rooms. The library will not provide storage of material or equipment for a group or organization.

The noise level in the Community Rooms must not be disruptive to other persons using the library.

Requests for audio visual equipment must be made at the time the room is reserved. Use of library's A/V or electronic equipment will be offered on a cases by case basis. Library staff will not serve as operators for the equipment, but will provide simple instructions for equipment use owned by the Chili Public Library. DVD's are protected by copyright laws and, unless designated as public domain material or accompanied by Public Performance Rights, cannot be shown in any library meeting room.