



Logan County Libraries, Knowlton Library Goodrich Community Room Policy

The Goodrich Community Room is available free of charge for non-profit organizations. A \$75.00 fee will be charged to for-profit organizations, companies, or individuals using the Goodrich Community Room. Meeting room use will be determined by the date of application and availability. The room will seat 40 people.

The Goodrich Community Room is available during normal library hours. The Goodrich Community Room is unavailable after hours or on days when the library is closed. Library and library-affiliated programs will take precedence over outside programs and may preempt them. The library reserves the right to cancel any reservations at a week's notice if the room is needed by the library. The library reserves the right to cancel meeting room reservations due to situations warranting an emergency closing of our building.

Reservations should be made at least one week in advance through the library's website (www.LoganCountyLibraries.org) at the Knowlton Library. Request to reserve the room may be made in person, by phone, email, U.S. mail, or fax. An application form must be completed and returned to the library before the day of the scheduled meeting or event. The Goodrich Community Room is not intended for a group's regular meeting place. This guideline is to ensure fair access to the Goodrich Community Room for all groups. The Goodrich Community Room may not be reserved more than 90 days in advance. The Goodrich Community Room will not be available during June, July, and the first half of August of each year due to library programs.

The group sponsoring a program will be held responsible for the orderly conduct of the group and any damage to library property and equipment. Meetings must not disturb normal library operations. All library contact will be with the group's representative who made the reservation.

Groups are responsible for setting up the meeting room to suit their needs and putting away furniture after their meetings (see diagram for basic set-up). Tables and chairs are available. Users must pay the cost for repair of any damages to the facilities or equipment. The library will not be responsible for materials or equipment left in the building by users.

Children must be under adult supervision. No scotch tape or thumbtacks are to be used on library walls or equipment to secure meeting material. Decorations are limited to attaching to tables only.

Only light refreshments may be brought in (box lunches, sandwiches, cookies, soft drinks, coffee, etc.) No red beverages are permitted because of staining potential. Groups need to bring their kitchenware, serving utensils, and supplies.

The Goodrich Community Room must be left in a neat and orderly condition with trash put in containers provided. The carpet must be lightly vacuumed with the library's manual sweeper, if needed, lights out and doors securely closed. If not, a janitor charge will be assessed. No smoking, vaping, alcoholic beverages, or drugs may be brought onto library property.

The library reserves the right to withdraw meeting privileges from any group that does not abide by this policy.

The Knowlton Library is not responsible for injuries, accidents, or acts of negligence which may occur on the premises.