The AcuSport Community Room is available free of charge for non-profit organizations/programs. No charge can be made for admission. A $75.00 charge will be made to profit organizations, companies or individuals using the community room. Meeting room use will be determined by the date of application and availability. The room will seat 60 people. AS A COURTESY TO OUR LIBRARY PATRONS, PLEASE CONSIDER ALTERNATE PARKING.

The Community Room is available during library hours. Meetings cannot be held on days when the Library is not open. Library and library-affiliated programs will take precedence over outside programs and may preempt them, if necessary. The Library reserves the right to cancel any reservations at a week’s notice if the room is needed for its own use.

Reservations should be made at least one week in advance through the Library’s website (LoganCountyLibraries.org) or at the Knowlton Library. Request to reserve the room may be made on the 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. The Community Room is not intended for a group’s regular meeting place. This guideline is to ensure fair access to the Community Room for all groups. Rooms may not be reserved more than 90 days in advance. The Community Room will not be available during the months of 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 for any damage to Library property and equipment. No programs are to disturb the Library Patrons. 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 as well as putting away furniture after their meetings. Tables and chairs are available. Users must pay the cost for repair of any damages to 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 material for meetings.

Only light refreshments may be brought in (box lunches, cookies, soft drinks or coffee etc.) Catered meals are possible; please check for approval. No red beverages are permitted because of staining potential. Groups need to bring their own kitchenware and supplies.

The Community Room must be left in a neat and orderly condition with trash put in containers provided. The carpet should be vacuumed if needed, lights out and doors securely locked. If not, a janitor charge will be assessed.

No smoking, alcoholic beverages or drugs permitted in the building.

The Library reserves the right to withdraw meeting privileges from any group which 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. Amended by Library Board of Trustees 8/30/2018