

Monroeton Public Library
Policy for Community Room/Bathrooms Usage
Approved August 6, 2018

The Community Room in the Monroeton Public Library is available for outside groups to meet. Other non-profits, organizations, individuals, or staff are welcome to utilize this space.

It is at the discretion of the Library Director and the Board of Trustees to decide if an organization's objectives comply with the Library's professional standards and existing policies. Individuals must be known to the Library Director, Monroeton Public Library Board of Trustees, or Monroe Borough Council.

Staff must also request permission to use the facilities.

The Community Room may be used by commercial businesses. Strict adherence to the Monroe Borough Council's policy of no business transactions within the walls of the borough building will be strictly adhered to.

Permission for use must be sought from the Library Director or the Board of Trustees. A general accounting for attendance must be given before use of the facilities will be approved.

If the meeting is held within the open hours of the library, library users will be permitted to enter the Community Room in search of desired materials.

The bathrooms may be accessed if a program or party are held outside in the borough's park area.

Outside events will only be permitted when neither the Library nor the Monroe Borough Council has prior plans scheduled.

The pavilion is on a first come, first serve basis. If the approved users of the bathrooms arrive on the grounds after someone else has set up at the pavilion, they may still use the restrooms, but not the pavilion.

Any event that lasts longer than three hours must pay a nonrefundable fee of \$20.00 to cover utilities and paper supplies.

Library staff who utilize the Community Room/Bathrooms must abide by this policy.

Responsibilities for use of the Community Room/Bathrooms are as follow:

Children must be supervised at all times. Adherence to existing playground rules is mandatory. These include age limits for specific areas. Adult supervision at the bathroom area is mandatory. No rough housing is permitted in the bathrooms or on the playground.

Before leaving the grounds, individuals will check the bathrooms to make sure all toilets have been flushed and clean, windows are closed, water faucets are turned off, and all surfaces including floors are clean.

All garbage generated at the event must be removed when the event is over. This includes outside refuse. All garbage cans in the library's main room, Community Room, and bathrooms must be emptied and carried from the borough building. None of the

borough garbage cans are to be used for the refuse generate at private events.
If staff of the Monroeton Public Library or the Monroe Borough Council need to clean areas used during private events, individuals will be charged to cover the expenses of labor.

I have read this Community Room/Bathroom Policy and agree to abide by it.
Name:

Print _____

Signature _____

Date _____