

Berne Public Library Community Room Policy

The community room at the Berne Public Library is reserved primarily for programs conducted or sponsored by the Library or the Town of Berne. When the room is not needed by the Library or the Town, the community room is available for non-political, civic, educational, and cultural groups. The meetings must be of a non-profit nature and open to the public. The Library and Town reserve the right to pre-empt the use of the community room for their purposes upon giving a two-week notice.

General Information and Rules of Use:

1. The community room is available for reservation during regular Library hours. Programs must be planned so that the building will be vacated ½ hour after the close of the Library.
2. The community room can accommodate 30 people.
3. The Library reserves the right to limit the number of times a group may use the room during a given period of time in order to assure fair opportunity to all potential users.
4. The group using the room may not charge a fee or take up a collection.
5. Except as a designation of location, the name of the Berne Public Library or Town of Berne may not be used in any publicity relating to the use of the community room. Authorization to use the facilities does not reflect endorsement by the Library or Town.
6. Any groups with children under the age of 18 must have appropriate adult supervision.
7. The Library does not provide supplies or storage space. Equipment, supplies, or materials provided by the group are not the responsibility of the Library.

8. No smoking, alcohol use, or open flames are allowed on the Library campus.
9. Light refreshments may be brought in and served, but all trash must be removed from the community room and the Library.
10. Each group is responsible for cleaning up the area after they use the community room. This includes cleaning the floors, returning furniture to the correct position, and replacing lost or damaged equipment.

The Library Manager is authorized to deny permission for use of the community room to any group that violates the Berne Public Library policies or any group that is disorderly or objectionable in any way.

If you wish to request an exception to any of the rules listed, you may make this request in writing to the Berne Town Board.

Application Process:

To reserve the community room, the attached application must be filled out, submitted, and approved by the Library Manager. This will be on a first come, first served basis.

Reservations for the use of the meeting room may be made on a regular schedule. Each single event must be confirmed with the Library staff at least one week prior to the meeting.

**Application for Use of
Berne Public Library Community Room
Group Permit**

Today's Date: _____

Requesting use of the Community Room

Date: _____

Starting Time: _____ Ending Time: _____

- The group must acknowledge that they have received, read, and understand the Berne Public Library Community Room Policy.
- The group must pledge to follow all the rules within the Berne Public Library Community Room Policy.
- The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies.

Name of Group: _____

Authorized Representative: _____

Address: _____

Phone #: _____ E-mail: _____

Requested Library A-V equipment: _____

By signing this, I agree to attend the event and be responsible for the facilities.

(Authorized Representative's Signature)

Approval by Library Manager

_____ Date: _____
(Manager's Signature)