



Policy for Use of the Community Room

The Community Room at the Dolores Public Library is available for free to local verified governmental, nonprofit, and/or community groups engaged in educational, cultural, intellectual, or charitable activities. Individuals may reserve the Community Room for private/confidential meetings if available. Donations are appreciated as these funds help defray utility costs, meeting room supplies, and the general maintenance of the facility.

The Community Room is **not** available for the purpose of running a business or any other commercial use. An individual or group may not collect money for activities conducted in the community room. The Library does not advocate or endorse the viewpoints of Community Room users.

Rules for Use of the Community Room

- Leave the room as clean and neat as you found it. Library staff will set up the room according to each group's specifications. We ask that the room be left as you found it for the staff to rearrange.
- Library sponsored & co-sponsored events are given priority for use of the Community Room. Thereafter, the room is reserved on a first come, first served basis.
- The Community Room is available 7:30 AM – 9:30 PM. An organization may reserve the community room in advance (up to 2 months), as long as their use of the room is not excessive.
- Follow all Library rules during the use of the room, including any temporary restrictions. There is no smoking, alcohol, or drug use allowed inside the Library.
- If the room is used outside of Library operating hours, the person listed on the reservation form is responsible for ensuring that all Library rules and procedures are followed throughout the entire event and that the doors are closed and locked behind you once you all enter and when you all leave. The applicant must be over the age of 18 and remain on the premises for the duration of the room usage. The key may only be assigned to the responsible party from the reservation form that checked it out.
- Commercial and business use for the purpose of running a business/sales is expressly prohibited.
- Fundraising is only permitted for events that benefit the library.
- Banquets/celebrations, religious observances, and political campaigning are not permitted uses.
- Equipment requests should be made in advance. Certain pieces of equipment may require checkout. Applicants are responsible for the condition and operation of all equipment. If needed, training with equipment should be obtained from a staff member prior to room usage.
- The person or organization using the Community Room accepts full liability for any losses or damage that may occur to the facility or equipment. The Community Room must be left clean and in the original condition or a cleaning fee will be charged.

Any group that does not abide by these rules will be denied future use of the community room.

Adopted: November 14, 2017

Amended: April 14, 2021; Amended: June 11, 2024; Amended: August 11, 2026