



## Policy for Use of the Community Room

The Community Room at the Dolores Public Library is available for usage by governmental, community, and business groups in Montezuma County. In general, the room is available for free to verified governmental, non-profit, and/or community groups engaged in educational, cultural, intellectual, or charitable activities.

It is **not** available for the purpose of running a business. An individual or group may not collect money for activities conducted in the community room. Any group using the community room may not restrict its membership based upon origin, age, background, or views, according to *Article V of the Library Bill of Rights*. The Library does not advocate or endorse the viewpoints of meetings or meeting room users.

The following fees will be collected prior to use of the room. These fees help defray utility costs and general maintenance.

Type of Use	Under 4 hours	Over 4 hours
Private Meeting	\$75	\$100
Governmental, Non-Profit, or Community Group	Donation	Donation

### Rules for Use of the Community Room

1. Leave the room as clean and neat as you found it. Please refer to checklist.
2. No smoking inside the Library.
3. The community room is available on a first come, first served basis. An organization may reserve the community room in advance, as long as their use of the room is not excessive.
4. 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.
5. Follow all Library rules during the use of the room, including any temporary restrictions.
6. 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 and that the doors are closed and locked behind you once you all enter and when you leave.

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