

THORNBURG COMMUNITY ROOM POLICIES AND TERMS OF USE

1. Approval and Priority of Use

Use of the Community Room is subject to approval by the **Library Director** and must be **applied for and approved in advance**.

Library programs and activities have first priority for scheduling.

Denial of use may be **appealed to the Library Board of Directors**.

2. Nature of Use

The Community Room must not be used for any activity that would **interfere with the operation of the library**.

3. Hours of Availability

The room is available **only during normal library hours**:

- Monday: 9:00 a.m. – 5:00 p.m.
- Tuesday: 9:00 a.m. – 7:00 p.m.
- Wednesday: 9:00 a.m. – 7:00 p.m.
- Thursday: 9:00 a.m. – 7:00 p.m.
- Friday: 9:00 a.m. – 4:00 p.m.
- **Saturday: 9:00 a.m. – 4:00 p.m.**

All use must **end at least 15 minutes before closing**, and the room must be **restored to its original state** before leaving.

4. Fees and Payment

The Community Room is available to **non-profit organizations at no charge**.

For-profit organizations are charged **\$50 per hour**, with a **minimum fee of \$100**. **Payment is due on the day of use**.

Setup and breakdown time must be included in the reserved hours and will be charged accordingly.

5. Admission Fees and Fundraising

No **admission, sales, or other fees** may be collected by the organization or individuals associated with it during the use of the library facilities.

6. Supervision and Responsibility

The **representative of the organization must be 18 years or older and present during the entire use** of the Community Room.

All attendees must adhere to the **Library Conduct Policy**.

7. Refreshments and Cleanup

Alcoholic beverages may not be served.

Non-alcoholic refreshments may be served.

The library is **not responsible for trash removal**. All trash must be **taken off the premises** by the user.

8. Capacity

The room capacity is **50 to 60 persons**, depending on furniture arrangement.

9. Publicity and Representation

Any publicity for events held by outside organizations must **not imply library sponsorship or endorsement**.