

CASCADE PUBLIC LIBRARY

Community Room Policy

The Cascade Public Library provides resources in a wide variety of formats to meet the informational, educational, recreational, and cultural needs of the community it serves. The purpose of the Meeting Room Policy is to provide a safe and pleasant environment for all community members that use the room. It also ensures the protection of the meeting room equipment, and the facility.

The library's meeting rooms are intended to provide space for library programs and events, to fulfill the library's role as a community center, and to provide space for community groups, businesses, and members.

The Cascade Public Library supports and endorses the American Library Association's Library Bill of Rights, which states:

"A person's right to use a library should not be denied or abridged because of origin, age, background, or views."

"Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of the individuals or groups requesting their use."

The fact that an organization is permitted to meet at the library does not constitute an endorsement of the organization's beliefs by the library, staff, or Board of Trustees.

Procedures:

- Before occupying the library community room, a group representative must complete a rental policy and receive approval for use.
- At the time of the reservation, a credit card must be placed on file for the \$150.00 deposit. The reservation fee is \$20.00 per hour, not to exceed \$100 for the day. The reservation fee will be waived for nonprofit groups. If the equipment is damaged, or the room left in a state that requires additional or an abnormal amount of cleaning, the city reserves the right to charge the card on file for the damages or additional cleaning.
- All reservations will receive a copy of the Community Room Policy.

General Rules Governing the use of the meeting rooms:

- All people under the age of 18 are required to be supervised by an adult at all times.
- The Library proper is off limits after closing without a librarian present or with prior consent of the Library Director.
- All trash and debris must be picked up prior to exiting the building, and all spills and messes must be cleaned up. Restroom lights and faucets must be turned off, and toilets flushed. Cleaning supplies will be made available for proper cleaning, and routine custodial services will be provided if the room and restrooms are left in acceptable condition. If more than routine cleaning is necessary, the user group will be billed to the credit card on file. Decorations and other materials may not be fastened to library floors, walls, doors, windows, whiteboards, or furniture. Confetti and glitter are not permitted except for library programming.
- Groups may not list a library telephone number on any public announcement. The library may not be used as an organization's mailing address and will not accept messages for groups using the community room.
- Advertising, signage, and other decorations for meetings to be held in the library cannot be fastened to the façade of the library or displayed on library grounds.
- No smoking, candles, matches, or any other open flame shall be permitted in the community room.
- The library prohibits the use of tobacco, alcohol, and the illicit use of controlled substances in all meeting rooms and on all library property.
- The fire code must be followed at all times. The capacity is 75 people without tables, and 35 people with tables.
- Users shall not permit people to exceed room occupancy requirements.
- The Library Board of Trustees or the City of Cascade are not responsible for accidents, injuries, or loss of property in the community room. Renter agrees to hold harmless the Cascade Public Library, the Director of the Cascade Public Library, the City of Cascade against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the City of Cascade, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; furthermore the user agrees to indemnify the City of Cascade for any claim, judgment, and cost brought against the City of Cascade as a result of the use of this facility.
- The responsibility for proper care of the facilities lies with the person signing for the reservation. Tables and chairs are available for use in the community room. The group is responsible for setting up, rearranging, cleaning, and taking down the tables and chairs. The community room must be left in good repair, and in the same condition, as found. Any group that damages library property will be held liable for costs incurred with the damage and may lose the privilege of using the community room in the future.
- If the key is lost or not returned, the organization or person responsible will be billed accordingly.

- Multimedia equipment will be available during library hours. If a group plans to use the equipment when library staff are not working, they must make an appointment with the library to be trained to use the equipment. If the equipment is not working correctly during a time when no library staff is on site, the group will not be able to utilize the equipment at that time.
- Anyone violating the rules governing the use of the room may be banned from future use.

Uses and Users

- Non-profit organizations: The community room is available at no charge to non-profit organizations (defined as those entities granted tax-exempt status by the IRS under section 501c(3) or other tax-exempt sections of the Internal Revenue Code). All non-profit meetings shall be open to the public. A refundable \$150.00 deposit is required or in lieu of a deposit a credit card must be kept on file in case of damage to the room.
- For profit organizations (businesses, merchants) and special events (for example bridal showers, baby showers, birthday parties): \$20.00/hour, not to exceed \$100.00 fee for the day, and a refundable deposit of \$150.00. If the event needs to be cancelled the \$20.00/hour fee will be refunded with a 48-hour notice.
- The latest the Community Room can be used is 10:00pm.
- Cancellation of the rental by the library will **ONLY** occur with the approval of the Library Director and the Library Board President.

By the Cascade Public Library Board of Trustees

Adopted: 3/4/25

Reviewed:

Revised: 10/7/25



Kathryn Balster,

President Cascade Public Library

Board of Trustees

