

## **COMMUNITY ROOM POLICY**

Priority is given to the library, educational, and civic groups. Individuals may use the room only during library hours and only if the room has not been reserved.

If the room is used for a moneymaking event, there will be \$10.00 fee. The same fee applies when the room is used for a party (i.e. baby shower).

The reserving party is responsible for cleanup of the room. This includes disposal of any trash, wiping off of tables, and making sure the restrooms are left clean.

No alcoholic beverages or smoking is allowed in the library building.

Requests for reservations of the meeting room should be made with the librarians during library hours. Entrance for the Community Room should be made through the alley. If people in the group are not able to use the stairs, inform the librarians and exceptions will be made for using the front entrance.

The key must be picked up during library hours. When the meeting is over, the reserving party must make sure the back door is locked and drop the key into the drop box in the front entrance.

Any vandalism will be the responsibility of the party in charge of the room if it is determined that the back door was not locked properly.

10/19/2011

08/15/2016

July 9, 2008

To Groups Using The Manning Public Library Meeting Facility.

The Manning Public Library is happy to provide space for non-profit meetings. However, there are a few policies that **must** be observed.

The only entrance to be used is the back door. An exception will be made if both meeting rooms are being used. A key will be available for pick up during library hours 24 hours prior to the meeting.

The room must be reserved during library hours no later than 24 hours before the meeting date.

The person responsible for the meeting must make sure that the door is locked, the room is returned to its previous condition, and for depositing the key in the drop box located inside the main door of the library. Please make sure that the key has fallen through the opening.

These policies are to protect both the group that is using the facility and the library.

We hope the clarification of these policies will clear up any confusion in using the Manning Public Library.

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