

POLICY FOR USE OF COMMUNITY ROOM
HUGHESVILLE AREA PUBLIC LIBRARY
146 SOUTH FIFTH STREET
584-3762

Purpose

The Community Room of the Hughesville Area Public Library (HAPL) at 146 South Fifth Street in Hughesville is available to local community organizations when not in use for library activities.

The Community Room is available to nonprofit organizations as a public service. Rooms are not available for the benefit of private individuals or profit-making organizations except at the discretion of the HAPL Board of Trustees.

The following guidelines adopted by the HAPL Board govern the use of the Community Room.

Disclaimers

The HAPL Board of Trustees is not responsible for accidents, injury, or loss of property while using the meeting rooms. Any damage to library property will be the responsibility of the group using the facility.

The HAPL Board neither approves nor disapproves of content, topics, subject matter, or points of view of individuals or groups using the community room.

How to Schedule Your Meeting

Contact the library (584-3762) to schedule your meeting. Library hours are as follows:

Monday, Tuesday, and Thursday	10:00 a.m. to 8:00 p.m.
Friday and Saturday	10:00 a.m. to 5:00 p.m.
Wednesday and Sunday	Closed

Arrangement for use of the room when the library is closed must be made with the librarian. If your meeting is cancelled, please contact the library as soon as possible so that the room can be made available to others.

Library sponsored or co-sponsored programs take priority over non-library programs, but advance reservations will not be cancelled less than three weeks before the scheduled date.

The HAPL Board of Trustees reserves the right to reject a reservation request if the anticipated meeting is likely to disturb regular library functions or endanger the library staff, patrons, building, or collection.

There is no charge for use of the community room, but a donation to help defray operating costs will be greatly appreciated.

Using the Community Room for Your Meeting

NO SMOKING IS PERMITTED.

NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE PREMISES.

Simple refreshments may be served provided the room is left in the condition in which it was found. Each group must bring its own paper goods (plates, napkins, cups, etc.) and perishable items (sugar, coffee, etc.). These may not be stored at the library.

You may rearrange the chairs and tables in the room. PLEASE DO NOT MOVE THE QUILT RACK. Return room to order before leaving.

You may use the small refrigerator.

After Your Meeting

Please return tables and chairs to the configuration in which you found them.

All trash (paper and/or food) must be taken with you.

Please make sure that the lights are off and the doors are locked. Please inform the librarian of your departure.



Thank you for your cooperation. Many area residents, organizations, municipalities, and businesses have generously supported the construction of our new library. The Board of Trustees has developed these guidelines mindful that we wish to make the community room widely available to local organizations, while at the same time maintaining the room in very good condition.