West Point Library, Museum and Tourist Information Center

**The Ralph and Patricia Hoenig Community Room Policy**

When not in use for library functions, the community room may be used by organizations or groups of citizens in accordance with the following rules.  Exceptions can be made for West Point Public Library Board of Trustees, West Point Public Library Foundation, and other groups at the discretion of the library director.

***Community Room Hours***

* Daily 8:00 a.m. to 10:00 p.m., unless special provisions have been made with the Library Director.

***Availability***

* The Community Room is currently used for regularly scheduled civic, community or cultural meetings.
* For-profit organizations may use the rooms for trainings or meetings. Individuals, groups, and for-profit organizations may not use the rooms to describe, promote or sell products/services, or to solicit funds or future sales or for gambling. Admission or fees may not be charged prior to or during the use of the rooms. These public meeting rooms may not be used for private gain.
* There is a maximum of two meeting reservations in a 30-day period. Any organization may request additional meeting space from the library director.
* The Library reserves the right to refuse a room reservation to anyone.
* A registration form should be completed and the deposit fee collected one week in advance of the reserved date.
* The library reserves the right to revoke permission to use a meeting room if the scheduled room is needed for library purposes. Every attempt will be made to find an acceptable alternate time.

***Deposits and Fees***

* A $100.00 cleaning deposit must be paid in advance to the West Point Library, for social events only. This deposit will be returned if the building and its contents are cleaned and left in the condition similar to that in which they were found. The user is responsible for all clean-up, as well as damages incurred as a result of the building’s use. If the rooms require further cleaning to restore them to their previous condition the deposit will be forfeited, or a cleaning fee will be assessed. A new deposit will then be required before the organization or persons can use the room again. Repeated failures to clean up and care for the rooms may result in the loss of privilege to use them.

***Door Key***

* The key to access the Community Room can be picked up at the West Point Library during Library hours and only after the Community Room Policy and the Usage Agreement have been read and signed. Renters ***must return the key within 24 hours*** of using the Community Room. The key may be returned to the Library circulation desk, to the Library drop box, to City Hall, or to the City Hall drop box. A fee of $25 will be billed to the renter if the key is not returned ***within 24 hours.***
* The **Community Room door must be locked** when the event is over.
* The front **outside Library doors must be locked** when the event is over.

***Clean Up***

* The Community Room, kitchen and bathrooms must be cleaned up before you leave. A mop, bucket and vacuum cleaner is in the closet in the Community Room and cleaning supplies and garbage bags are under the sink in the kitchenette. Tables and chairs may be arranged the way you want, but they should be put back where they were originally. Floors should be vacuumed, or swept and mopped, and the bathrooms, kitchen sink, counter tops and appliances should be cleaned, if necessary. Garbage bags should be tied and disposed of by the renters. New garbage bags are to be placed in the waste cans.
* Any food, napkins, plates, cups, etc. found in the cupboards belongs to the library and is not for the renter’s use.
* All lights must be turned off, the Community Room door locked, and the outside front door locked before leaving the building.

***General Guidelines***

* Community Room capacity is 38 adults. Adequate adult supervision is required for children and young adults.
* For safety reasons doorways and exits must not be blocked.
* A person 21 years of age or older must sign the application form, be responsible for *returning the key within 24 hours* and ensure that the room is clean and returned to its original condition.
* Use of alcohol and tobacco, and burning of candles and incense is prohibited in the building. The Library Director or designee may make exceptions for alcoholic beverage service for Library-sponsored events.
* Nothing is to be fastened to the walls or ceiling. No materials of any type may be attached by any means to the walls, doors, ceiling, or windows
* Use of the Library’s equipment or utilities must be approved by the director or a Library Trustee.
* The West Point Library assumes no responsibility for lost items or personal injury.
* The West Point Library does not endorse the beliefs or objectives of any group using the meeting room, and the use of our name or address as an official address of any other group is prohibited.

Interpretation of this policy is left to the discretion of the Director, or the Director’s designee. Final authority rests with the Board of Trustees.

*Revised and approved, June 2012.*

*Revised and approved, 2016*

*Revised and approved, December 11, 2019*

*Revised and approved, June 8, 2021*

*Revised and approved, December 15, 2021*