

Community Room

Policy

- The Oneida Community Library's Community Room is a resource to be utilized in the fulfillment of the Library's mission.
- Use of the Community Room which will interfere with the operation of the library like; excessive noise, significant safety hazard, or a significant security risk will not be permitted.

Procedures

Community Room

- Library sponsored programs and the Library's affiliated organizations will be given priority in reserving the Community Room.
- Agencies of the Oneida Nation will have second priority in the use of the Community Room.
- Nonprofit Organizations and/or community members will be given next priority.
- The Community Room is not available to commercial enterprises or organizations promoting or causing sale of property or services for monetary gain. It is also not available for social functions designed for entertainment through companionship with friends and associates such as receptions, showers, birthday parties, dances, and mixers.
- Use of the Community Room does not constitute Library endorsement of the viewpoints expressed by the participants in the programs. No advertisement or announcement implying such endorsement will be permitted. No organization meeting at the Library shall use the Library as its official address. Storage of goods by organizations using the Community Room will not be permitted.

Fees

- There is no charge for the use of the Community Room.
- If library refreshments are used within the Community Room, a small donation is appreciated.

Reservation

- The Community Room should be reserved in advance.
- Library Staff will ask for a contact person, phone number, and expected participants.
- Maximum capacity of the room is 25 people.
- We request a one day notice when cancelling.

Hours of Use for the Public Meeting Rooms

- The Community Room is available during the Library's regular business hours.
- No meetings will be scheduled prior to or later than the Library's regularly scheduled opening.

Audiovisual Equipment

- Equipment should be requested when Community Room reservations are made.
- A 55" T.V. Windows Laptop with HDMI cord

Additional Rules and Regulations

- The Community Room shall be cleaned within the time period for which the room is reserved.
- Use of the community room disrupting normal operations of the library will not be permitted.
- Smoking is not permitted anywhere in the Library.
- Alcoholic beverages may not be served or consumed.
- Hazardous materials including, but not limited to, paints, solvents, and explosives are prohibited.
- Groups using the facilities must comply with the Americans for Disabilities Act and, upon 48 hours' notice are responsible for providing qualified interpreters and/or auxiliary aids as requested.

Damages and Liability

- The Library is not responsible for loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using the community rooms. Individuals, groups or organizations using the community rooms shall be held responsible for willful or accidental damage to the Library Building, grounds, collections, or equipment.

**Approved by the Oneida Library Board January 4, 1999*

**Revised November 14, 2024*