

SENIOR CITIZEN CENTER POLICY

1. The Senior Citizen Center will be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members. The intended use of the room is to provide a community meeting place.
2. To eliminate scheduling conflicts, advance arrangements must be made with the Librarian in writing or by phone. Any organization or individual desiring to use the room on a weekly basis must obtain approval from the Library Board of Trustees. Any changes in regularly scheduled meetings should be brought to the Librarian's attention as soon as possible.
3. There will be no charges for Civic, Non-profit, and senior citizens organizations; however, donations will be gladly accepted. A charge of \$10.00 will be assessed for functions of a "private nature" (i.e. which are not open to the general public). This includes showers, birthday parties, sorority parties, and homemakers groups. The fee will be paid in advance when the key is picked up. Profit making activities will not be allowed. This does not include such activities as bake sales which are sponsored by a non-profit organization.
4. Food may be served provided the person in charge takes care of the clean-up. An additional \$25.00 fee will be assessed for functions where a full meal is served. No alcoholic beverages are allowed.
5. All groups making use of the room will exercise reasonable care to insure that furniture, equipment, fixtures and/or appearance of the library building and rooms are not damaged in any way. Compensation for any damages will be determined by the Library Board.
6. A key is required for meetings which begin or end during periods when the library is not open. The person in charge of reserving the room should pick up the key in advance and return it in the book drop after locking the building.
6. In accordance with state law regarding smoking in public buildings, smoking is prohibited in any and all areas of the library building and Senior Citizen Center.

Attachment:

TOPS Release Form