

Millsboro Public Library Multipurpose Room Use Policy

October 10, 2024

Purpose

The multipurpose room at the Millsboro Public Library (aka The Library) is available for community events, meetings, and programs that align with the Library's mission to provide educational, cultural, and recreational opportunities. Organizations are responsible for set-up, clean-up, and arrangement of the room to its original state. Reservation requests should include set-up and clean-up time.

The Library's hours are:

Monday – Friday 9 a.m. – 6 p.m. and Saturday 9 a.m. – 1:30 p.m.

Guidelines for Use

1. Eligibility and Approval

- The room is available to non-profit organizations, community groups, and individuals for non-commercial purposes. Reservations must be made at least two weeks in advance. The library reserves the right to decline an application based on the individual's/organization's non-adherence to policies during past reservations. The Library multipurpose room will be reserved with the following priority order:
 1. Library sponsored programs
 2. Governmental agencies
 3. Nonprofit, civic, educational, cultural and recreational groups
 4. Private for-profit businesses

2. Fees

- No charge, but donations are encouraged.

3. Permitted Activities

- Meetings, workshops, and seminars.
- Educational programs and classes.
- Cultural events such as book readings, art exhibits, and performances.
- Community gatherings and social events.

4. Prohibited Activities

- Commercial activities, including sales and promotions.
- Activities that generate excessive noise or disrupt library operations.
- Events involving hazardous materials or open flames.
- Activities that violate local, state, or federal laws.

5. Room Setup and Cleanup

- Users are responsible for setting up the room according to their needs and returning it to its original condition.
- All decorations and materials must be removed after the event.
- Trash must be disposed of in the provided receptacles.

6. Equipment and Facilities

- The library provides tables, chairs, and basic audiovisual equipment.
- Users must provide their own additional equipment if needed.
- Any damage to library property must be reported immediately.

7. Food and Beverages

- Light refreshments are allowed, but users must ensure the room or kitchen area is cleaned afterward.
- Smoking, vaping, or the use of any other tobacco products, alcoholic beverages, and/or controlled dangerous substances are prohibited.

Reservation Process

1. Application

- Applications must be submitted [online](#) by an individual 18 years of age or older who shall be the contact for the organization and who shall assume responsibility for the conduct of the meeting, adherence to regulations and rules for use of the room, and all fees for the rental of the room or for any damages incurred.
- All organizations requesting use of the multipurpose room should have appropriate certificate of insurance, if applicable. A copy of the insurance provider and proof of coverage may be requested prior to approval of the application
- Submit the form along with any required documentation at least two weeks before the event.

2. Approval

- The library will review the application and notify the applicant of approval or denial within five business days.
- Approved users will receive a confirmation email with details about room access and usage guidelines.

3. Cancellation

- Users must notify the library of cancellations at least 48 hours in advance.
- Failure to cancel in a timely manner may result in a penalty fee.

Violations and Consequences

No furniture or equipment may be brought into the multipurpose room without prior approval of the Library Director or designee. Nothing will be attached or adhered to the walls. No tape or tacks or staples may be used on the walls. No lighted candles or other open flame may be used in the Library.

The Library is not responsible for damages to or theft of equipment used or left in the multipurpose room, including but not limited to damages by viruses to software or computers or other electronic devices. The Library assumes no responsibility for items left on the premises and will not store them. The Library will contact the organization in writing regarding items to be removed. After 60 calendar days from the date of the letter to the organization, the Library will dispose of items left on the premises.

1. Minor Violations

- Failure to clean up after an event.
- Minor damage to library property.
- Consequence: A warning will be issued, and a cleaning fee may be charged.

2. Major Violations

- Conducting prohibited activities.
- Significant damage to library property.
- Consequence: Immediate termination of room use privileges and financial liability for damages.

3. Repeated Violations

- Multiple minor violations or any major violation.
- Consequence: Permanent ban from using the multipurpose room.