

## BURESH COMMUNITY ROOM POLICY

### SPRINGVILLE MEMORIAL LIBRARY

The Buresh Community Room is a place where individuals and groups of the community may meet. In order that all interests be served fairly and without complications, it is necessary that policies governing the use of the Buresh Community Room be defined.

#### Policy:

1. All organizations, groups and individuals that wish to use the Buresh Community Room must apply at the City Clerk's office. Only persons 18 years of age or older will be allowed to reserve the community room. It is the responsibility of the City Clerk or Deputy Clerk to determine whether the Buresh Community Room is available and whether the application for use meets city policy and regulations. The City Clerk's office will provide the application.
2. The Buresh Community Room must be left in the same condition it was prior to its use. If costs are incurred in having to clean or restore the community room to its original condition, the City of Springville reserves the right to charge the group or individual for those costs. Inappropriate use of the Buresh community Room and any items in it may result in additional fees charged to the user or the inability to use the Buresh Community Room in the future.
3. **Because the library has a security alarm system**, use of the Buresh Community Room outside of regular library hours (10am-6pm, M-F; 10am-3pm, Saturday) will require contacting Susan Cooper at 854-6331 to turn the system off **prior** to anyone entering the building for use of the Buresh Community Room.
4. If the group/individual responsible for the use of the Buresh Community Room needs a key, it must be picked up from the City Clerk's office during regular office hours one or two days prior to use. A \$25 refundable key deposit will be required at the time the key is picked up. The key must be returned no later than two business days after the usage. The key deposit will be refunded within a week of the return of the key to City Hall. A record of all key holders shall be kept at the City Clerk's office. **If the group/individual does not wish to have a key, contact Susan Cooper at 854-6331 two days prior to the use date to make arrangements for the opening and closing of the facility.**
5. Alcoholic beverages will not be brought to or consumed in the Buresh Community Room or on the Springville Memorial Library grounds.
6. Smoking is prohibited in the Springville Memorial Library, which includes the Buresh Community Room.
7. Before leaving, all garbage needs to be placed in the garbage can, lights turned off, and all doors locked. Notification needs to be made to the person setting the alarm if the user plans to be there past the time listed on the application form.

8. The phone in the lobby area is for local outgoing calls only.
9. Children must be supervised at all times by a responsible adult during the use of the Buresh Community Room and in the lobby areas.
10. Each individual/group must supply their own plates, silverware, etc. that is needed for their event. There is a coffee pot in the Buresh Community Room kitchen that may be used. There is a refrigerator and a microwave, also. If the microwave is used, please clean it after use.
11. Cancellations made at least two weeks before the use will receive a full refund of any charges. Cancellations made less than two weeks before the reserved date will be charged the rental fee.
12. The City Clerk's office must be notified of any problems encountered during the use of the Buresh Community Room during the next business day at 854-6428. If it is an emergency situation, please dial 911 or contact:
  - a. Susan Cooper at 854-6331
  - b. Treva Davis at 854-6950
  - c. Mary LaGrange at 854-7587
13. The following shall be the schedule of charges for the use of the Buresh Community Room at the Springville Memorial Library:
  - a. \$25.00 refundable key/damage deposit from all individuals/groups
  - b. Rental Fees:
    - 1) Free to boards, commissions, and committees established by the Springville City Council
    - 2) \$15.00 per day for local non-profit groups (see application form for requirements)
    - 3) \$30.00 for the first four (4) hours and \$15.00 for each additional two (2) hours for all other groups or individuals
    - 4) If a reservation is made for time on the day prior to the event for the purpose of set-up or decorating, the fee assessed will cover all of the normal rental hours from the beginning of the set-up/decorating time until the event is concluded on the following day because this prevents anyone else from using the room ( example: set up 4:00pm-7pm Friday, event 1:00pm-4:00pm Saturday so charged for Friday hours 4-10pm and Saturday 6am-4pm). Normal rental hours are 6:00am-10:00pm; upon request, at the time of making the reservation, these hours may be extended for special circumstances.
14. If the Buresh Community Room is already booked for a date/time a group or individual wants to use it, that group or individual should consider calling back to City Hall within two weeks of the scheduled event to see if there has been a cancellation of the original use. It is not the City Clerk's responsibility to keep a "waiting list" and notify an interested group or individual if a cancellation occurs.
15. The City of Springville reserves the right to deny use of the Buresh Community Room in the Springville Memorial Library to any group or individual.

Revised 4/7/09