

## 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 library. Only persons 18 years of age or older will be allowed to reserve the community room. It is the responsibility of the Library Director or Assistant Library Director to determine whether the Buresh Community Room is available and whether the application for use meets city policy and regulations. The library 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, library 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. **The library has a security alarm system.** Individuals using the building after outside regular hours MAY be issued an (EAC) Electronic Access Card. Those individuals issued an EAC are required to pay an additional deposit of \$15.00 to cover the cost of a replacement card. The deposit should be in the form of a check separate from the rental payment. Checks will be held and returned to the renter when the EAC is returned. Instructions for use of the EAC and other security measures will be provided along with the card. Use of the Buresh Community Room outside of regular library hours requires a Library contact person to monitor/adjust the alarm and access system both **prior** to anyone entering the building, and upon exit of the individuals using the building. Please contact Deb Vaughn at 981-5745 to arrange for after-hours access and monitoring. Individuals renting or using the room are responsible for security of the building for the duration of their rental.
4. Possession and/or consumption of alcoholic beverages is prohibited in Springville Memorial Library and on the Library Grounds.
5. In accordance with the 2008 “Smoke Free Act”, Smoking is prohibited in the Springville Memorial Library and on the Library Grounds.
6. The phone in the lobby area is for local outgoing calls only.

7. Children must be supervised (within eye-sight) at all times by a responsible adult during the use of the Buresh Community Room and in the lobby areas.
8. Buresh Community Room has appliances that may be used. Please clean all appliances used during your event.
9. The tables and bench on the outside terrace area are available for use during the rental. Please clean tables as needed
10. Prior to leaving: notify the person who will be arming the security system, make certain all trash has been placed in trash receptacle, and turn off all lights.
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 library must be notified of any problems encountered during the use of the Buresh Community Room. If it is an emergency situation, please dial 911 or contact:
  - a. Deb Vaughn at 981-5745
  - b. Marla Carnahan at 854-7268
  - c. Treva Davis at 854-6950

**In a true emergency situation, please dial 911 immediately, then notify one or more of the library contacts shown above.**

**13. Rental fees for use of the Springville Memorial Library Buresh Room are as follows:**

- 1) Use by General Public - \$35.00 for the first four (4) hours and \$15.00 for each additional two (2) hours.
- 2) Use by local civic and not for profit groups - \$15.00 per event
- 3) Deposits - \$15 EAC Deposit
- 4) Use by Boards, Commissions and Committees established by the City of Springville/Springville City Council shall be free of charge.
- 5) 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. The Springville Memorial Library Board reserves the right to deny use of the Buresh Community Room in the Springville Memorial Library to any group or individual.**

**Use for Precinct Caucus**

1. Under [Iowa Code Section 43.93](#) library meeting rooms must allow a precinct caucus to be held in the library. In part, the section states that "...upon the application of the county chairperson, the person having control of a building supported by taxation under the laws of this state shall make available the space necessary to conduct the caucus without charge during presidential election years and at a charge not greater than that made of its use by other groups during other years..."