

MOORE PUBLIC LIBRARY

A District Library established January 1, 2004, by the partnership of the
Village of Lexington and Worth Township

RULES GOVERNING THE USE OF THE LIBRARY

It is a patron's responsibility to maintain necessary and proper standards of behavior to protect their individual rights and the rights and privileges of other patrons. The following rules of the Moore Public Library shall be observed.

NO PATRON SHALL:

- Eat or drink in the library, except in the community room
- Smoke or vape anywhere in the library
- Enter without a shirt or shoes
- Run or jump in the library
- Destroy, damage, deface, or remove public property
- Engage in loud or boisterous conduct or use obscene language
- Be in a state of intoxication in a manner that causes a public disturbance
- Loiter or solicit on the premises
- Leave any personal property in the library for holding
- Leave children under the age of 6 years alone in the building
- Violate any Village ordinance in the library or on the library grounds

The library staff is obligated to enforce these rules so that the facilities can be used to the fullest extent possible by all persons.

Moore Public Library Community Room Policy

The Moore Public Library supports its mission by making the Community Room available under these guidelines. Priority is given to Library-sponsored and cooperative programs.

General Guidelines:

- **Access and Capacity:**

All meetings/events must be open to the public unless a fee is paid. The room limit is 70 persons. Other than service animals, no animals are permitted.

- **Application:**

A Community Room Application must be submitted by individuals aged 18 or older. The organizer is responsible for the group's conduct and any loss or damage to Library property or equipment.

Meetings/events can be scheduled up to 4 months in advance.

- **Approval and Conduct:**

Only meetings/events that do not disrupt other Library activities will be approved. All participants must abide by Library Governing Rules and Community Room Policy.

The Library reserves the right to cancel or stop any meeting/event if it interferes with normal operations

- **Hours of Use:**

The Community Room is available during Library hours (from opening until 15 minutes before closing). It is available after hours for a fee as determined by the Library Board. (See the room application.) After hours use must be cleaned up by 9:00 pm.

The Library may cancel or adjust meetings/events due to emergencies or inclement weather.

- **Additional Provisions:**

- Public restrooms are available during meetings/events.
- Beverages and light refreshments are allowed. NO Alcohol. NO red or purple liquids.
- No storage of personal items, equipment, or supplies is allowed.
- Any accidents must be reported immediately.
- Decorations: **Nothing is to be attached to the walls.**
- NO candles or flammable materials.
- **Kitchen Use:** The kitchen is to be used as a warming kitchen- NOT for meal preparation. Users must bring all supplies needed. Cleaning products will be provided by the Library.
- **Groups must leave all areas clean and tidy.**

MOORE PUBLIC LIBRARY COMMUNITY ROOM
APPLICATION FOR USE

Group Name: _____

Contact Name: _____

Address: _____

Phone: _____

Email: _____

Type of activity: _____

Day and Date of use: _____

Time of use (including set-up and clean-up): _____

FEE SCHEDULE

The Community Room may be used free of charge during regular Library hours.

To reserve the room for meetings/events after hours, you must pay a **\$50 deposit** and a fee of **\$25/per hour** at the time of application. An **additional \$50 deposit** is required if you will use the kitchen. After the meeting/event, if there are no damages or cleaning issues found, the deposit will be refunded within 10 days.

Cancellations: Reservations cancelled less than 7 days in advance will forfeit their deposit.

I/We agree to abide by the Library Use Rules and the Community Room Policy.

Signature: _____ Date: _____

Library Approval by: _____ Date: _____

Deposit paid: _____ Fee paid: _____