

9.22 Community Room

The Tonganoxie Public Library contains a community room for activities of a civic, cultural, or educational nature and for the discussion of current public questions at no fee as long as the organization is a non-profit. It is also available for additional usage for a minimal fee. It is available to groups regardless of the beliefs or affiliations of their members. No group or organization using the community room will discriminate on the basis of race, color, national origin, gender, age, religion, or handicapped status in the provision of service. Duly constituted continuing political groups may use the room, but temporary committees for the advancement, of an individual's success in a political campaign shall be denied such use. Use of the community room does not constitute library endorsement of the activities, purposes or viewpoints expressed by the groups/individuals involved. Meetings held in the library are considered public meetings, open to all wishing to attend.

The meeting room will only be available for use during the library's regular operating hours. Library-oriented programs will be given preference when scheduling conflicts occur, and a minimum of 48 hours notice will be given to the non-library party for rescheduling purposes. Any group using the community is expected to conduct its proceedings in a quiet, orderly manner and to set up and take down tables and chairs as needed. Trash must be placed in receptacles and the room left clean. Tobacco use and alcoholic beverages are prohibited on library premises. Groups will be held responsible for any damage to, or theft of library property. The library is not responsible for lost or stolen articles. The library is not responsible for any accident or injury occurring during a meeting or event taking place in the community room when rented by a third party. The library reserves the right to refuse future bookings to groups that consistently fail to appear on reserved bookings and that do not abide by the above written policies.

Any exceptions to the community room policy must be approved by the Library Board of Directors. Questions involving meeting-related policies and procedures will be resolved by the Library Board. If a group feels that their application has been unfairly denied or that their use of the community room is limited, a grievance may be filed with the Library Director, who will direct it to the Library Board. The Library Director or designee assumes responsibility to ensure that policies and procedures are followed and will report any problems to the Library Board. For further guidance and procedures on scheduling the community room, complete a [Community Room Application](#) or contact the Library Director.