**Community Room**

The Albertson Memorial Library meeting room is available to individuals or nonprofit groups when not being used by the library. Political groups or private parties may not use the meeting room. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved.

A group representative must be a library cardholder in good standing at the Albertson Memorial Library. The library card holder must fill out the application form.

Applications must be turned in to the circulation desk staff no more than 90 days and no less than 24 hours in advance of the event. If a message is left on the library’s answering machine, it is the group’s responsibility to follow up and make sure the reservation was received.

There will be no charge for the use of the meeting room.

No admission may be charged by the group.

The individual or group using the meeting room shall be responsible for supplying paper, pens, pencils, cups, plates, napkins, or other disposable items. Non-disposable items (utensils, plates, etc.) can also be found in the kitchen area and may be used by individuals or groups so long as they are cleaned and replaced after use.

The people using the room shall leave it in neat, clean, orderly condition. A vacuum is available in the storage closet if needed.

Community Room access may be denied to groups or individuals if these policies are not met.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the library.

For the safety of our patrons and staff, the Albertson Memorial Library will follow all CDC and local health department guidelines (as well as library-specific guidelines from the DPI) during a health emergency.