



Frankford Public Library Community Room Reservation Policy

Please read and agree to the following terms and conditions before filling out the reservation form. It is recommended you contact the library to check room availability before completing the form. However, a reservation will not be finalized until the form and payment are received and approved. Please contact the library (302-732-9351) for availability or general meeting room questions.

The offering of Community Room space in the Frankford Public Library is one of the many ways the library hopes to foster greater free expression and access to ideas representing all points of view on all subjects. The Frankford Public Library, Board of Trustees, and staff assume no responsibility for the actions, opinions, or expressed points of view of the organizations that sponsor or host meetings or of individuals who attend meetings and events on library premises. The library welcomes the use of its Community Room within the guidelines of this policy. Priority of Community Room use will be given to library-sponsored events, town and local government events, and library partnership events. After this priority, reservations for Community Room space are on a first-come, first-served basis.

The Community Room may be reserved in blocks of up to four hours, with seating for 25 (rated capacity of 55). The fee is **\$50**.

The Community Room is fitted with a projector and screen for displays of presentations. The library will provide a laptop to use with the system, if requested in advance. The library cannot respond to technical issues regarding individual hardware or software.

Please note: The "rated capacity" is the maximum capacity for the room according to the Fire Marshall and does not correspond to the number of people that can be seated comfortably.

Study Tables

The library has two Study Tables seating four people and six people, respectively. The use of these tables is **free of charge**. These tables are used for individual study, tutoring or small meetings and are not to be used as on-going personal or office space. Users will be mindful that this is a public space and keep noise to a minimum.

Study Tables may be reserved. They may be reserved in blocks of up to 4 hours.

Reservations

Adopted by the Board of Trustees March 14, 2017, revised May 2025.

Reservations may be made up to one year in advance. To allow equitable access throughout the community, organizations and individuals are limited to no more than twelve reservations on the calendar at any one time. The library reserves the right to deny or delay acceptance of a reservation if there is a reasonable belief that it may introduce a complication into the scheduling of library events. The library may cancel a reservation in case of weather emergency; the library will notify groups as early as possible.

Reservations should be scheduled from the time the group plans on beginning setup to the time the group plans on vacating the room. Leaving half an hour of leeway on either side of the meeting is recommended.

An application form requesting use of the Community Room must be filled out. The application can be found attached.

Set-Up, Use, and Care of Room

Groups are responsible for the setup, rearrangement, or removal of furniture from the way it was last left. The room is to be left clean, doors closed, and lights turned off. Furniture does not need to be put away. The room must not be left unattended during the time it is reserved. Each group will be held responsible for repair or replacement of any library property damaged or destroyed. See fee schedule below.

Alcoholic beverages may not be served or consumed on library property except for library-sponsored activities or activities co-sponsored by the library. Alcoholic beverages may not be sold on library property under any circumstances. The library permits only tobacco-free meetings. Open flames are not permitted in the library.

Fees

Fees will be charged as follows for each four-hour reserved block. Fees are payable at the time of reservation. Fees must be paid before the reservation is final. Fees can be paid by cash or check at the library. Checks can be mailed to Frankford Public Library, Attn: Director, 8 Main Street Frankford DE 19945.

The Community Room Reservation **\$50**

If, in the opinion of the Library Director, cleanup of a room requires an extraordinary amount of time and effort, a custodial charge of \$30 per hour, or fraction thereof, will be charged to any group using the room. Any damage to furnishings, equipment or the building will be charged at replacement or repair cost to any group using the room.

Cancellations must be made one week in advance of the reserved date and time. Fees will not be refunded if cancellations are made less than one week in advance. In the case of no-shows, future use of the room may be denied, and funds will not be reimbursed.

Future use of the room, including reservations that have already been scheduled, will be denied until fees are paid.

Authorization for use of the Community Room will be based upon the provisions of this policy and will not be based upon the viewpoint, beliefs, or affiliations of the organization or individual making the reservation. Use of the rooms does not imply library endorsement of events or organizations.

The Library Director, or a designee, is responsible for the implementation of this policy.

The Board of Trustees of the Library reserves the right to review hardship waiver requests for the \$50. Community Room fee. Such requests must be made in writing to the Library Director or the Board. Each request will be reviewed on a case-by-case basis and is not guaranteed.

Frankford Public Library Community Room Application

Federal Tax ID/ EIN# /501 c3 _____

Date of Reservation: _____

Time: _____ am/pm to _____ am/pm

(NOTE: Room can only be reserved during business hours. Room must be in order and vacant 15 minutes before the building closes.)

Name of Group & Purpose of Meeting: _____

Address: _____

Phone: _____

Email: _____

Representative & Title: _____

Expected Attendance: _____

Equipment Required (Circle all that apply): WIFI Projector Laptop

I have read the Frankford Public Library's Community Room Reservation Policy and agree to adhere to it. In addition to that policy, I also agree to follow the general policies of the Frankford Public Library. I understand I will be held financially and legally responsible for any provisions contained within these policies and for any damages to Frankford Public Library owned equipment and/or property.

Signature _____

LIBRARY USE ONLY:

Fee Paid: _____ Date: _____ Initials: _____