

**NEWTON COUNTY PUBLIC LIBRARY
COMMUNITY ROOM USE POLICY
2020 ADDENDUM**

The Newton County Public Library recognizes that it has obligations to staff and patrons to provide a safe environment in the event of this outbreak of Coronavirus (COVID-19). The Library Board of Trustees strives to maintain a safe environment while working to meet community needs in the advent of COVID-19.

The Libraries' community rooms have not been used by the Library Staff or public since 18 March 2020 due to quarantine. The following addendum will be enacted to allow for safe community room use during COVID-19 during the first weeks of the Libraries entering Phase 6 (previous service model).

ADDENDUM

This addendum is written as further directive for the Library's Community Room Use Policy, approved November of 2019.

While each community room will be available for use, each room may be used only 1 time per 24-hour period. This will allow Library staff time to sanitize the facility without placing undue stress on scheduling and staffing needs. Rental use of Library facilities will not be permitted at this time.

Questions regarding usage will be determined by the Library Director, who will be the sole arbiter, but if absent, the Assistant Director.

FACILITIES:

- Community rooms will not be available for use on Sundays during this period.
- While each community room seats 55 people, Newton County Public Library asks that attendance be limited to 30 people during this time. Users are responsible for setting up chairs and tables before use, but are asked to leave all chairs and tables out for staff to disinfect after use.
- A pantry is available to use with each community room. Each pantry is equipped with a refrigerator, stove, microwave, dishwasher, coffee maker, some service ware and cleaning supplies. Groups and individuals must provide coffee, disposable service ware, and accompanying items, including dish towels and dish cloths.
- While the full preparation of meals at the Library is not recommended, meals and light refreshments may be served. The signer of the Community Room use agreement is responsible for any food or beverage damage to the facility.
- The pantry must be cleaned and trash taken after using the community room. Each community room has a list of tasks displayed that are to be completed to properly clean the room.

- A fee of \$25 will be assessed against any group that does not restore the facility to its original clean, orderly condition.

CONDITIONS FOR USE:

Meetings held in the Library community room must be held between the hours of 10 AM and 11 PM, Monday through Saturday, This will allow Library staff time to disinfect the facility with placing undue stress on the Library's staffing needs.

A key will be provided to the individual reserving the community room should the scheduled purpose end after the Library's normal hours of operation.

Should our communities experience a resurgence of COVID-19, the Newton County Public Library reserves the right to cancel any scheduled use of its community rooms.

Approved 10/2020