

Hartland Public Library
Community Room Key Code Policy

The small meeting room on the second floor is available during the library's operating hours. The Community Room on the first floor is available by request. For meetings in the large Community Room that occur outside of the library's operating hours, arrangements must be made to obtain a door key code.

For one-time usage of the Community Room (not meeting monthly or weekly):

- The door key code must be picked up within a week of the event and its use is restricted to the scheduled event only. Sharing with other individuals and events is prohibited and may result in forfeiture of the code;
- The individual who obtains the key code is responsible for ensuring that the building is properly secured after use. All lights must be turned off, Keurig coffee and other coffee machines turned off and unplugged, windows shut, and doors closed and locked upon leaving the building;
- Library staff will not be available to provide meeting support, room set-up, or equipment trouble-shooting;
- Please make every effort to put away tables and chairs after your meeting, and clean up any food items or spills that might occur;
- Failure to secure the facilities may result in forfeiture of future Community Meeting Room use and/or privileges;
- The individual key code given to you will be deleted after your event.

Signature: _____ Date: _____

For continuous usage of the Community Room (groups that meet monthly or weekly):

- Sharing your door code with other individuals and events outside of your group is prohibited and may result in forfeiture of the code;
- The individuals who obtain the key code are responsible for ensuring that the building is properly secured after use. All lights must be turned off, Keurig coffee and other coffee machines turned off and unplugged, windows shut, and doors closed and locked upon leaving the building;
- Library staff will not be available to provide meeting support, room set-up, or equipment trouble-shooting;
- Please make every effort to put away tables and chairs after your meeting, and clean up any food items or spills that might occur;
- Failure to secure the facilities may result in forfeiture of future Community Meeting Room use and/or privileges;
- The individual key code given to you will be deleted if your group disbands or decides to meet in a location other than the library.

Signature: _____ Date: _____