



Walters Community Room and Gallery Use Policy

PURPOSE

The Cornelius Public Library has a community meeting room that can be split into two rooms for use which are subject to the rules below. The Walters Community Room exists to provide a welcoming space where community members can explore new opportunities, connect with others, and contribute to the well-being of their families and our city.

PERMITTED USES

1. The Walters Community Room and Gallery is intended for the use of the library, library related organizations, and library sponsored activities or City of Cornelius or Cornelius Urban Renewal Agency programs and sponsored events.
2. When not in use for library, city or urban renewal agency related activities, the Walters Community Room and/or Gallery can be rented for public and private meetings and events. The meeting rooms may be used during regular Library hours and some hours before the library is open to the public. Please see, ["Room Rental Fees and Descriptions"](#) for current hours.
3. Use of the meeting rooms does not constitute an endorsement by the Library or the City of Cornelius of the viewpoints expressed by participants in the program or meeting. All publicity shall carry the name of the organization sponsoring the program or meeting. The Cornelius Public Library shall not be identified or implied as a sponsor. Advanced copies of publicity would be desirable but are not required.
4. Library staff will have access to the meeting room premises at any time. Library staff on duty are authorized to enforce library rules. Permission to use library meeting rooms may be withheld or withdrawn from groups failing to comply with the meeting room rules.
5. Activities that will disrupt library service or fail to adhere to Library rules are not appropriate and will be denied meeting room use. Denials may be appealed to the Library Director or City Manager.
6. All meeting activities must remain within the reserved room(s) unless prior written approval is given by the Library Director or their designee.
7. Food and drink may be served at meetings. Anyone preparing or serving food must have a valid food handler card. Groups need to provide their own utensils, plates, cups/glasses, napkins, condiments, and other event related items. A catering kitchen with a sink, dishwasher, and refrigerator may be used only when using the Gallery or when the two meeting rooms are combined. Different limitations apply to the rest of the library; please see, [Food and Drink Policy](#).
8. Groups must get advance written permission to bring in their own furniture or sound equipment. Storage for any meeting material is not available.
9. Equipment and occupancy vary in each space; please see, "Room Rental Fees and Descriptions." The premises and any equipment are provided "as is", and the library makes no representation or warranty regarding their fitness for the use sought by an applicant.



RESERVING A ROOM

10. Requests for scheduling a room for a group must be made by the individual responsible to that group. That individual is referred to as “applicant” in these rules. The applicant for the group must be at least 18 years of age.

11. Two persons may be named as co-applicants. At least one of them must attend the meeting as required in paragraph 20, below.

12. Liability Insurance, if required, shall be in the minimum amount of \$1,000,000 as a condition for the reservation of the Walters Community Room. Such insurance must name the City of Cornelius as additional insured. A Certificate of Insurance shall be provided to the City prior to confirmation of the reservation for the Walters Community Room use. Groups involving youth must also provide verification of abuse and molestation liability coverage. The City reserves the right to require insurance on a case-by-case basis as a condition of using the community room.

13. The applicant must affirm that they have read and understand the policies, rules and procedures (“Terms of Use”) for the use of the meeting rooms and will be responsible for the group abiding by them.

14. The applicant must include set up and clean up time in their reservation, and adhere to the approved reservation date and time, vacating promptly upon the end of the reservation.

15. All requests must be approved by authorized library staff. Requests can be initiated online or over the phone and will be confirmed over email.

16. The library reserves the right to cancel confirmed meeting reservations due to unforeseen circumstances.

17. All fees must be paid in full at least 72 hours prior to the activity or the reservation may be cancelled. Non-profit 501c(3) and government agencies do not pay rental for meetings during library hours; however, they must pay the non-profit rate for any room usage outside library hours. Failure to pay may result in the denial of room use.

Fees for room usage are set according to Cornelius City Council Resolution in the following categories that include residency of the applicant. Residency is determined by the legal address of the applicant or co-applicant being within the Cornelius city limits or the 97113 ZIP code.

- a. Standard rate
- b. Resident rate
- c. Non-profit rate

Please see, “[Room Rental Fees and Descriptions](#)” for a table of fees.

18. Reservations of the Walters Community Room and/or Gallery may be made no more than 90 days in advance and no less than 7 days in advance. Groups or individuals may not reserve a meeting room more than two times per month. Reservations for frequent repeated use, such as for a series of educational classes, shall be considered on a case-by-case basis by the Library Director.

19. The applicant must notify the library at least 48 hours in advance of a scheduled event if they intend to cancel. Failure to notify the library and confirm cancellation will result in a \$50 fee and may result in denial of future use.

USER RESPONSIBILITIES

20. The applicant will be the first to arrive and the last to leave the event. They will remain on the premises and maintain supervision during the time the group has reserved the meeting room. Groups using the meeting rooms must abide by the "[Library Rules of Behavior Policy](#)."

21. Groups are responsible for setting up and cleaning up tables, chairs, and equipment. Please include enough time needed for this in your reservation. The applicant shall be in charge of restoring the meeting room and equipment to its proper order and must restore the room to at least the condition it was in prior to the applicant's use of the room. Furniture must be arranged according to directions for the room. If the facility is not returned to the same or similar condition, a \$100 cleanup fee will be charged. Additional costs may apply if damage or cleanup exceeds that amount.

22. The applicant must provide their own office supplies needed to conduct their meeting. Library staff will not provide office supplies or other specialty equipment.

23. Any trash that doesn't fit in the provided bins must be bagged, tied, and taken to the outside dumpsters. Please recycle cardboard and plastics in the appropriate containers.

24. Emergency exits must be kept clear of obstructions and be used only in case of emergency.

25. In consideration for the use of the meeting rooms, each applicant agrees that they are responsible for and will pay for all damage to any property of the City of Cornelius resulting directly or indirectly from the use of the room or the conduct of the applicant or any of its employees, agents, customers, invitees or licensees.

26. To the fullest extent permitted by law, applicant shall defend, indemnify and hold harmless the City of Cornelius and its elected officials, officers, employees, agents and volunteers from and against any and all loss, cost, claim, damage, injury or liability whatsoever, including reasonable attorney fees and costs of litigation and appeal, arising from or related to the applicant's acts or omissions or the acts or omissions of its employees, agents, customers, invitees or licensees while using the premises.

27. Applicant, and the organization the applicant represents, hereby fully and unconditionally waive their individual and collective rights to recover from the City and its elected officials, officers, employees, agents and volunteers, any loss, damage, restitution or compensation arising out of this agreement or out of the use of any City property associated with this agreement. The City and its elected officials, officers, employees, agents and volunteers shall in no event be liable, for any loss or damage suffered or incurred by applicant, the organization the applicant represents, or their agents, employees, customers, invitees or licensees for any reason whatsoever. Such waiver includes, without limitation, waiver of liability for death, personal injury, theft, damage to motor vehicles, loss of property from within motor vehicles, business interruption, lost profits, consequential damages, and rights of subrogation.

PROHIBITIONS

- Smoking, candles, incense, or any open flames are strictly prohibited.
- Alcohol is not permitted without prior written approval from the City Manager and must comply with all state and local laws, including having an OLCC licensed individual serving the alcohol.
- Decorations may not be attached to walls or ceilings, except with removable painter's tape.



- Paints, adhesives, stains, or similar materials that cause damage or unusual wear to the facility are not allowed.
- Commercial activity such as soliciting, conducting business, or charging admission is not permitted. No sales or promotions of services, products, or materials are allowed.
- Exceptions are made for Library –sponsored events and library partner/guests/performers may be permitted to do so without prior approval
- Disruptive or inappropriate behavior that violates Library policies may result in immediate termination of the event or denial of future reservations.
- Library staff reserve the right to dismiss applicants and their attendees at any time during the scheduled reservation.