



Effective Date: March 19, 2025

Community Room After Hours Use Policy

The Community Room may be available for non-Library after-hours use Tuesday through Thursday. Library-related programming takes precedence over all requests.

After hours programs/meetings must begin one hour before the Library closes and end no later than 9:00 p.m. The premises (including Library parking lot) must be vacated by 9:30 p.m.

Applications for after-hours meetings are subject to approval by the Library Director.

Groups or individuals holding meetings that will extend after the Library's closing time will not have access to any part of the Library other than the Community Room, kitchenette, and adjacent restrooms.

Groups or individuals holding meetings that will extend after closing time are responsible for ensuring the Community Room is secured and locked before leaving the Library.

Failure to secure the Community Room following after-hours use may result in the loss of the privilege to use the Community Room after Library hours.

Liability and Responsibility

One person age 18 or older must be in attendance at all times and be responsible for appropriate conduct and use. Any individual or organization using the Community Room must acknowledge the policies and regulations governing its use and assume responsibility for their group in writing on the application form.

The kitchenette is available for use after hours, provided the host or presenter provides all food, beverages, and related paper/plastic plates, cups, etc., and cleans up. No alcoholic beverages is allowed in the building.

The Library assumes no responsibility for lost, stolen, or damaged goods or materials brought to an after-hours program or meeting.

Any individual or organization using the Library Community Room agrees to indemnify and hold harmless the Library and its Board of Trustees, and the Town of Sharon and its officials, for any and all liability that is associated with use of the premises.

The Community Room after-hours use privileges of any organization or individual that fails to comply with this Policy and its regulations will be rescinded.

As required by the Community Room policy, after-hours reservation payments for custodial coverage should be made out to the "Town of Sharon-DPW."

The Library Director makes the final decision on any Community Room use application and reserves the right to review, accept, or reject any and all applications for Community Room use, subject to appeal to the Board of Trustees.