Community Room Policy

Clover Library District's Community Room is primarily used for library-affiliated functions, meetings, and programs. When not in use by the Library, the Community Room may be reserved by individuals, groups, and organizations. There will be no charge for events held during regular open hours of the Library.

The Community Room may be reserved while the library is closed for a fee of $15/hour, depending on staff availability. A Library staff member will be onsite during after-hour events to monitor and secure the building. Any viewpoints expressed by participants do not reflect the viewpoints of Clover Library District.

GUIDELINES FOR USE:

1. Reservation arrangements must be made in advance with Library staff.
2. All meetings/events must be open to the Library Board, Director, and staff.
3. The community room will be reserved on a first come, first-served basis. Priorities for use will be considered in this order:
    a. Clover Library District affiliated/sponsored groups
    b. Non-profit educational, informational, cultural, or civic groups
    c. All others
4. If the room is not in use after 15 minutes of a scheduled reservation, the Library may cancel the reservation.
5. No group may assign its use of the Community Room to another party.
6. Adequate supervision must be provided for youth attendees.
7. Only light refreshments and finger foods are allowed. No potluck meals, dinners, private parties, nor alcoholic beverages.
8. Direct sales of products and services are prohibited.
9. The meeting room must be left clean and orderly, with no damage to any fixtures or property.
10. All lights and appliances must be turned off, and windows and doors closed after the meeting.
11. A representative for each group must sign this document, and in doing so agrees to follow all guidelines for Community Room use, as well as take full responsibility for any damage to the Library building or grounds.
12. The Clover Library District Board of Trustees reserves the right to refuse use of the room to any individual, group, or organization violating any of the above guidelines.

Patron Name: _____

Organization Name (if applicable): _____

Date & Time of Reservation: _____

Cost (if applicable): _____ Date Paid: _____

Board Approval: 05/20/2026

Patron Signature: _____ Staff Initials: _____

Board Approval: 05/20/2026