



The Trussville Public Library has an auditorium to be used for meetings, programs, and performances. The primary purpose of the auditorium is to provide appropriate space for library-sponsored meetings and programs. The Auditorium seats approximately 200 people theater style. Seating with tables will hold a maximum of 64 attendees. Those who are interested in reserving the Auditorium should view the room prior to reserving it.

When the Auditorium is not in use by library staff members, it may be reserved in **4 hour blocks*** for public use by community groups in the following categories:

Commercial: A meeting is commercial if a) any charges or fees are required in order to attend this meeting; b) goods or services are sold at or offered for sale at the meeting; or c) the meeting promotes a commercial enterprise. Educational seminars provided by commercial enterprises are considered commercial.

Non-Commercial: Any group that is not on our exemption list or is not within our Commercial definition.

Exemption: All meetings relating to Friends of Trussville Library, City of Trussville, Trussville City Schools, and Eastern Women's Committee of 50.

Commercial	Non-Commercial	Exemption
\$100.00	\$50.00	No Charge

***Prices are not reduced for shorter times of use. Fees will begin January 1, 2023.**

The Auditorium may not be used for:

- Any purpose that interferes with the regular operation of the library
- Pageants, personal, company, or family parties or similar activities

Rules and Policies:

1. All groups, other than proctored test takers and those directly associated with the library will be required to acknowledge they have read this policy before reserving a room. Usage, reservations, and availability are subject to the discretion of the Library Director.
2. Requests will be handled on a first come, first served basis.
3. The library reserves the right to cancel an agreement at any time.
4. Children's groups under the age of eighteen must be supervised by one or more adults.
5. The Auditorium is only available during open library hours.
6. The Auditorium **must be vacated fifteen minutes** prior to the library closing.
7. Patrons who do not show up for two reservations within a calendar year, will have reservation privileges suspended for 6 months.
8. The person whose name is used to make the reservation must be present for the appointment.
9. Nothing may be attached to the walls, ceiling, doors or furniture. No furniture may be brought in.
10. Only beverages with lids and light refreshments (sandwiches, finger foods, etc.) are allowed. No open flames or heating.



11. Reservations may be made as far out as six months. Reservations may not exceed two times a week and a total of 16 hours a month. The standing agreement may be terminated at any time.
12. Library provided AV equipment: HDMI connection for laptops, Microphones, DVD player, projector, and a large sound system. If you need assistance with technology, please contact the IT Coordinator at the library prior to your reservation as staff may not be available to assist you at your meeting time.
13. When the group is finished, all tables and chairs should remain, and no trash should be left in the room.
14. Reservations must be made by an individual at least 21 years of age.
15. Permission to use the facility may be withheld from anyone who fails to comply with this Auditorium Use Policy.
16. The Trussville Public Library reserves the right to alter this policy without prior notice.
17. Reservations are to be made at least five days in advance.
18. **No reservation is final until** the Meeting Room Coordinator has approved the reservation. A confirmation email will be sent when approved.
19. **No refunds given for cancellations.**

Disclaimer:

Permission to use Auditorium does not constitute an endorsement of the users' policies, presentation, or viewpoints by Trussville Public Library or the City of Trussville. This policy complies with the American Library Association's guidelines on meeting room use. <http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/meetingrooms>

Board Approved 10/15/2018, 9/19/2022, 6/15/23

This policy may be revised at any time.