

## **IX. BUILDING USE POLICY**

The Stewart B Lang Memorial Library meeting area will be available to area individuals and organizations for meetings and programs during times when it is not otherwise being used for library activities. Library events have priority for use of the building.

**Permitted uses:** Library access is granted to all on an equal basis regardless of doctrine. Library sponsorship of, or permission to hold, any meeting or other presentation or other use of its facility does not constitute an endorsement of the users' policies or beliefs. The library name or address may not be used as the official name, address or headquarters of the organization. Revenue-generating activities hosted by for-profit entities are not allowed. Profit-making organizations sponsoring an educational program of non-profit nature will be permitted to use the building provided the meetings are open without fee to the general public.

**Food and drink:** Refreshments may be served and shall be provided by the user. Use of tobacco products, vaping products, and/or alcohol is not permitted in the building or anywhere on library grounds.

**Clean up:** The library must be left clean and in good order. Users are responsible for straightening after each use: replacing tables and chairs, wipe off tables, clean kitchen area, clean floor and turn off lights. Vacuum and cleaning supplies are available for use. User is responsible for removal of trash from building.

**Security and supervision of children:** The library does not assume any liability for groups or individuals attending a program at the library. Users of the library are personally responsible for all injuries, damage, theft or vandalism that may occur during or as a result of the event. The user is expected to have adequate supervision (at least 2 adults) so that an adult is available to supervise children.

**Request Use:** Arrangements for use of the library will be handled by the library director. The library director will give prior approval for any equipment to be brought into the library. The library will not responsible for this equipment and all equipment must be removed at the end of the program.

***Any group that is disorderly or objectionable in any way or that has violated these rules will be denied use of the library.***