

## **IX. BUILDING USE POLICY**

### **Use of Library Facilities**

Space is available for use by community groups for meetings and exhibitions.

#### **A. Who May Use It**

1. Space in the library may be reserved for use by educational, civic, cultural, and governmental groups.
2. Library-sponsored programs are given preference.
3. Children groups must be supervised by two or more adult sponsors.
4. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the Library provided the event is open to the general public.

#### **B. Facility Use Restrictions**

1. Space is available for religious, political, or partisan purposes, with permission from the Board on a case-by-case basis.
2. The Library reserves the right under certain circumstances to ask a group to reschedule an event to avoid a conflict.
3. The librarian is authorized to deny permission for use of the library to any group that is disorderly or objectionable in any way, or that violates these regulations.

#### **C. Reservations**

1. Reservations, on a first-come, first-serve basis, must be made with the librarian. These reservations will include the name of the organization, number of persons expected, statement as to serving refreshments, and name and phone number of person(s) responsible.
2. The group is to complete an application form for use of the Library facility.

#### **D. Rules for Use of Library Space**

1. Space is available to civic, educational and cultural groups. It must be vacated by 10:00 p.m. No charge will be made; however, donations to the Library are welcome.
2. Space is available during normal operating hours or with the librarian's approval for additional hours.
3. The Library normally will not provide personnel to assist in handling of exhibits and other materials.
4. Groups may not charge admission. Exceptions to this must be presented in writing to the Board.

5. Neither the name nor the address of the Library may be used as the official name, address, or headquarters of an organization.
6. The Library is not responsible for equipment, supplies, materials, or other items owned by a community group and used by them in the Library.
7. Light refreshments may be served.
8. Smoking is not allowed inside the facility.
9. Any equipment or furniture brought into the Library must receive prior approval.
10. Each group is expected to be responsible for cleaning up after use, for returning furniture to correct position, and for replacement of lost or damaged equipment. Any group not leaving the Library in a neat and orderly condition will be denied future use of the Library.
11. The Library will enforce all applicable laws and regulations regarding discrimination and harassment.

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