Blake Memorial Library

POLICY FOR USE OF THE LIBRARY BY AN OUTSIDE GROUP

Nonprofit organizations and community groups may reserve library space and must be engaged in educational, cultural, intellectual or civic activities. The activities or programs conducted by the groups must be free and open to the public and must show a clear relationship to the mission of the Library. No fees, dues, or donations may be charged or solicited for any program. Granting of permission to use the Library facilities does not constitute an endorsement of the content of program or activity by the Library Board, staff or the Town.

Donations to help defray electrical and maintenance costs will always be greatly appreciated.

Any group who uses the library facility for any purpose must leave it as clean and organized as they found it. If, for any reason, as determined by library staff or trustees, the facilities aren't being used respectfully and extra cleaning, organizing or repairs become necessary, this group will be charged $50 per occurrence.

Standing reservations for regular meetings may be scheduled for a three-month time period with the approval of the Director. To ensure access for all members of the community, the Library generally will not allow regular weekly meetings by a single group or individual for an extended period without periodic review.

No group or individual may assign its reservation to another group or individual.

Space is available to persons 18 years or older. Persons under the age of 18 are eligible to use the room when adequate adult supervision is provided.

No smoking or drinking of alcoholic beverages is allowed on site. Groups are responsible for their own supplies, set up and pick up. They are responsible for leaving the library room clean. Trash must be disposed of in appropriate containers.

Audio/visual equipment may be used with advance permission only.

Individuals or groups should not disrupt the normal use of the library and must follow applicable rules and regulations. If a group is meeting during non-library hours, a person authorized by the Board of Trustees must be in attendance.

Special permission by the Board of Trustees must be granted for groups larger than 20 people.

The Library Board of Trustees, Library Director, employees and volunteers assume no responsibility for loss, theft or damage of property of any group or individual using any of the Library's facilities, and in addition, assume no financial responsibility for personal injury, including death, of any individual using the library.

Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsement. Neither the name nor the address of the Library may be used as the official address, mailing address, or headquarters of an organization.

The library reserves the right to approve or reject applications. Failure to comply with any of the above guidelines may result in the loss of future library room privileges.

This application form must be received at least 10 days prior to use.

APPLICATION FORM

Name of organization: _____

Address: _____Size of group:_____

Date/day requested:_____Time:_____

Description of program or activity: _____

_____

Person responsible for arrangements:_____

Mailing address:_____Phone:_____

Email address:_____

I have read this policy and agree to follow the above guidelines:

_____
Signature

Reservation Confirmed:_____
Library Director Date

_____
Trustee Date

Policy approved by the board: April 18, 2023