



## PUTNEY PUBLIC LIBRARY

### **Library Use Policy**

The Library is available for programs and meetings that offer, civic, cultural, informational and recreational programs, and which are open to the public and are free of charge. No petitions, political or commercial, nor any charitable solicitations, unless library related, shall be permitted. The Library reserves the right to refer to the Board of Trustees decisions regarding meetings. Individuals or groups denied access have the right to appeal to the Library Trustees.

In accordance with the ALA Bill of Rights, which assures that the resources of the library are made available on an equitable basis, regardless of the benefits or affiliations of the individuals requesting their use, the program/meeting facilities of the library are available on a first come, first serve basis, provided that such programs/meetings do not conflict with regular library services and they conform to the guidelines provided. (See Library Use Form).

Any group comprised primarily of youth requires accompaniment by an adult(s) 18 years or older.

If the library sponsors an event, the library is responsible for publicizing and overseeing the event. If the event is initiated by a person or group other than the library, then this individual or group is responsible for publicizing and overseeing the event.

Use of the library does not imply library endorsement of the event or its sponsor.

The sponsor of any event will fill out a Library Use Form, available at the library during regular hours or on the library website.

Revised and adopted by the board on 2/21/2023.

## Putney Public Library Use Form

Space reservations must be made with the library staff at least two weeks in advance, and the Library Use Form should be filled out at the library at least 48 hours before the event.

Name of Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Group/Organization \_\_\_\_\_

Nature of Program (film, meeting etc.) \_\_\_\_\_

Program Date and Time \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Age Group \_\_\_\_\_

Space Requested (check one):  Main Room  Children's Room

The sponsor shall assume all liability for any damage that occurs during the event.

The legal capacity of the building is 62 people in the Main Room and 26 in the Children's Room.

Arrangements for a key and lock up procedures will be handled by a librarian on an event-by-event basis. Failure to pick up the key at the agreed upon time may result in the need to cancel the event.

No smoking is permitted in the library at any time.

Simple refreshments may be served with permission from the library director. Alcohol is not permitted.

The facility must be cleaned up and left in the same condition as it was prior to the event. A vacuum cleaner is available.

Although there is no charge for using the library, we encourage donations.

If the library is left unlocked or otherwise unsecured or compromised, future requests to use the library may be denied.

Display of promotional materials for the event will be allowed only in the spaces made available to all community organizations, not inside the library, in the library's newsletter or on the library grounds.

It is up to the sponsor to promote their event. If the event is to be changed or cancelled, the responsibility to publicize the cancellation is solely that of the sponsor.

Setup during library hours is prohibited. No programs may start before 6:30pm.

The library collection, computers and other resources and services are not available after hours.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date