

# **SOMESVILLE LIBRARY ASSOCIATION**

## **GROUP USE POLICY, 2019**

Donations: Groups and individuals using the Library's meeting rooms are asked to consider a tax-deductible donation to support the Library's ability to offer this public service.

1. Permitted uses: Access to the Library is granted on an equal basis to all. In general, any meeting that does not interfere with normal Library business is permitted. Library sponsorship of, or permission to hold, any meeting, presentation or other use of the facility does not indicate that the Library supports, endorses, or advocates any position or view expressed therein. The Library does not permit revenue-generating activities hosted by for-profit entities on the premises.

2. Times of use: Library use can be scheduled for any time, based on availability. If Library use is requested when the Library is not open for regular business, we request that you:

\* Be sure to turn the heat all the way down, turn off the lights, and lock the front door when you leave. The thermostat for the furnace is on the wall behind the computer station by the window, and can be turned up to warm the building before a meeting.

\* Please use the Library for the approved time only; there may be other meetings scheduled.

\* Please do not self-checkout or remove any books from the collection.

3. Scheduling Requests: Use of the Library must be requested by contacting the Librarian or Board president. Requests will be reviewed by the Executive Committee, and every effort will be made to do this in a timely manner. NB: The Library's Executive Committee has the right to grant or not grant any request.

4. Publicity: The Library's logo may not be used in any publicity materials for community-sponsored events.

5. Smoking, Alcoholic Beverages: Neither smoking nor the use of alcoholic beverages is permitted anywhere on Library property.

6. No Drinking Water Available: At the present time, the Library has only non-potable water, that is NOT for consumption. If drinking water is needed, please bring it with you.

7. Food and Refreshments: Food and refreshments may be served, but must be thoroughly cleaned up, and all trash bagged and removed.

8. After-use Condition: PLEASE return the Library to the condition in which you found it, including table and chair configuration. We expect that sponsors will thoroughly clean up after any meeting: a vacuum cleaner, cleaning supplies and paper products are kept in the closet adjacent to the front door.

9. Security: The person requesting the use of the Library's space is personally responsible for all damage, theft, or vandalism that may occur to the Library during an event.

10. Open Flames: NO LIT CANDLES OR OPEN FLAMES ARE PERMITTED!

11. Liability:

\* Group or individual sponsors of events on Library property are solely responsible for the liability of the participants and audience.

\* Groups or individual sponsors of events on Library property are solely responsible for payment for all cleaning or repairs which may result from damage to the facility or equipment.

\* Accidents or damage that occurs during the use of Library space must be reported to the Library staff upon the conclusion of the scheduled event.

\* The Library, Staff, and Board of Trustees are not responsible for loss or damage to any group or individual property.

12. Waiver: Individuals or groups requesting the use of Library facilities are required to sign this form, signifying their understanding, acceptance of, and intent to comply with this policy, prior to use.

**GROUP NAME**\_\_\_\_\_

**CONTACT NAME AND PHONE NUMBER**\_\_\_\_\_

**DATE AND TIME OF REQUESTED USE**\_\_\_\_\_

**BRIEF DESCRIPTION OF INTENDED USE**\_\_\_\_\_