



BUTTERFIELD LIBRARY

Use of Space Policy

Use of the Butterfield Library is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use the Library does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be free of charge except as noted in *General Rules of Use*.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of the Library for Library purposes upon two (2) weeks notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

APPLICATION: Formal application for use of the Library is made by submitting an *Application for Meeting Space* form to the Library Director at least one (1) month before desired date. An individual responsible for the meeting must complete and sign the application form. Permission is granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board. Reconfirmation of the meeting must be made with the Library Director at least one week prior to the meeting. Change of meeting dates and/or times must also be cleared by the Library Director.

Requested dates are **NOT** confirmed by completing and submitting the *Application for Meeting Space*. All applicants will receive written notification from the Library confirming or denying requested dates.

INSURANCE: Use of the Butterfield Library will only be permitted where the organization provides a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage. The Certification of Liability Insurance must be submitted prior to using the Library. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign an *Indemnification Form* prior to using Library facilities.

GENERAL RULES OF USE:

1. The Library may not be used for religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Existing programs that offer educational services to library patrons, such as Defensive Driving, are exempt from this rule.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. All meetings must be held during the Library's regular hours of operation unless you have received prior approval from the Library Director. Programs during library hours should be planned so that the Library will be vacated 15 minutes before closing time. After-hours programs may be accommodated as staffing allows.
4. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Library.
5. Individuals or groups using the Library shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
6. Attendance at authorized meetings may not exceed the maximum capacity of 40 in the Main Reading Room and 12 in the Conference Room.
7. Groups of children or teenagers must be supervised by one adult for every ten children/teens.
8. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
9. The Library must be left in clean condition. All garbage generated must be taken with you. Tables, chairs, etc. must be returned to the positions in which they were found.
10. Meetings must be conducted in such a way as to not disturb Library operations.
11. Use of any Library equipment must be arranged with the Library Director at time of reservation.
12. Library personnel will not move or rearrange heavy equipment.
13. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
14. The applicant accepts liability for either damage to Library facilities or loss of Library property.
15. The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
16. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
17. Library personnel must have free access to the area at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
18. Posting flyers, notices, posters, hand bills, etc. on the Library grounds is prohibited unless given consent by the Library Director.