



EDMESTON FREE LIBRARY

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BUILDING USE POLICY

Purpose: The Library is committed to providing a beautiful and well equipped place for our community to share educationally, recreationally, and socially.

Use: In order to use our spaces we ask that a **Building Use Form** is filled out. Please read the policy, and submit the Form to our Library Director for approval and scheduling on our master calendar. After you are finished using the space, please abide by leaving it in the same condition in which you found it. The Library reserves priority use of its own spaces for its programs. A change in rooms may be necessary at times. The Library reserves the right to assign rooms to best accommodate each group's needs.

If your meeting is cancelled, please notify us within 48 hours. If the Library closes unexpectedly (such as for weather or facility issues), your meeting will be cancelled and may be rescheduled.

Cost: If meetings or activities are planned during the regular hours of the Library, there will be no cost to patrons or Community groups.

Regular Hours are: Tuesday - Friday 12:00 - 5:00 and Saturday 9:00 - 1:00.

If a meeting or activity is scheduled during closed hours, the Library must hire a person to supervise during that reserved time. Because of personnel costs, the Library will charge a fee of \$25.00 per hour to be paid two weeks in advance. If the organization or group has a Library staff member or Trustee as part of their group and that person agrees to be responsible, the fee may be waived.

All groups must depart the building no later than 15 minutes prior to closing on regularly scheduled week days or Saturday and no later than 8:45 if held in evenings. On Mondays, groups may be scheduled but we are not open so closed fees are in place. If we are unable to secure a staff member or trustee to cover an event it will not be held.

Rules:

- * If refreshments are served, we request they be limited to the kitchen and cafe'. The intention of serving refreshments must be noted on the Building Use Form.

- * Private sales of merchandise or services may not be the primary purpose of the meeting. If you are selling items, approval is left to the discretion of the Library Director. Please ask before offering to sell things at a meeting or program.

- * If you are offering educational or recreational services and charge a fee, the teacher/leader may collect funds. Supplies must be handled by the teacher. We encourage a donation for the use of the building but it is not required.

- * Smoking, vaping, or other use of tobacco or marijuana products is prohibited on the premises. Alcohol use is also prohibited. No open flame is permitted.

- * Do not block doorways, hallways, or exits during your visit or use of the Building.

- * The Library is not responsible for personal belongings of those attending activities, anything left on the premises, or for equipment or materials owned or rented by any group or individual. Any groups using or borrowing Library owned equipment shall assume responsibility for the proper use and care of the equipment and its subsequent condition. Arrangements to use Library owned equipment must be made in advance and should be listed on the Building Request Form.

- * All rooms must be returned to their original configuration and cleanliness at the conclusion of the meeting. Garbage is to be removed from the premises.

- * Any advertising of an event held at the Library must in no way imply library sponsorship. No posters or other advertising may be posted in the Library without the Director's permission.

- * The Library Staff retains the right to monitor all meetings conducted on the premises.

- * The number of persons must not exceed the posted capacity listed.

* The Contact Person who signs the The Building Use Form assumes responsibility for participant accommodations as required by the Americans with Disabilities Act.

* Groups using the Library must abide by the policies of the Library, including but not limited to the Code of Conduct Policy and the Tobacco Policy.

* The Director is authorized to deny permission to use the Library space to any group that is disorderly or that has violated these regulations in the past.

* Use of the Library shall not constitute endorsement of a particular group , its beliefs or activities in any form, by the Library. The Library is not to be used by outside groups for proselytizing.

* Attendees must abide by the Library’s Code of Conduct and children under 8 must be supervised by an adult or by a caregiver at least 13 years old at all times.

* If a group using the Library is disorderly or violates the rules set forth above, they may be denied further use of the room.

* The Director oversees the Library facility under the authority of the Board of Trustees. Decisions regarding usage by outside groups will be made at the discretion of the Director in the best interest of the EFL and the Community. When a question arises, an applicant may appeal to the The President of the Board of Trustees. You can search Edmeston Free Library for more information.

The Building Use Policy will be periodically evaluated and updated by the Board of Trustees. Questions or concerns should be forwarded to the Director.

I hereby attest that I have read the rules and agree to the terms.

_____/_____
Name (please print) Signature

_____/_____
Date: Signature of EFL Director