

BUILDING USE PERMIT OF SMYRNA PUBLIC LIBRARY

Who May Use It

A. The library may be reserved for use by educational, civic, cultural, and governmental groups.

Revised 12/18/2024

B. Library is given preference to programs sponsored by the Library.

C. Children's groups may be allowed use of the library provided that they are supervised by one or more adult sponsors.

D. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the library provided the meetings are open freely to the general public.

Restrictions As To Use

A. The library is not available for religious, political or partisan purposes, or for the benefit of private individuals or commercial concerns.

B. The librarian and the board of trustees are authorized to deny permission for use of the library to any group that is disorderly in any way, or that violates these regulations.

Reservations

A. Reservations, on a first-come, first-serve basis, must be made with the librarian. B. The group is to complete an application Form For Use of The Library.

Rules For Use Of Meeting Room

A. The library is available to civic, educational and cultural groups from 9am-10pm. B. The library normally will not provide personnel to assist in handling of exhibits, furniture or other materials needed by groups using the library.

C. Neither the name nor the address of the Library may be used as the official name, address or headquarters of an organization.

D. The Library is not responsible for equipment, supplies, materials, or other items owned by a community group and used by them in the library.

E. Light refreshments (non-alcoholic) may be served. Each group is expected to be responsible for cleaning up after use, for returning furniture to correct position, and for replacement of lost or damaged equipment.

F. Any group not leaving the library in a neat and orderly condition will be notified that a second offense will result in its being denied further use of the library. G. Smoking/vaping is not allowed.

H. Furniture furnished by the library may be used without special approval of the librarian. Use of library equipment requires a special approval of librarian. I. Use of the telephone is restricted to emergency calls only.