

**Facilities Use Policy**  
October 2011

**Statement of Purpose**

It is the aim of the S. White Dickinson Memorial Library to have the Library and its property available for groups, individuals, or agencies whose intent and purpose is that of providing educational, cultural, intellectual, or charitable activities subject to the rules and regulations established by the Trustees of the S. White Dickinson Memorial Library. The use of the Library and its' property does not constitute an endorsement of an organization's policies or beliefs.

**Application**

1. Request for the use of the Library and its property shall be made at least one month in advance of the scheduled activity and will be approved on a first-come first-serve basis.
2. A completed application form must be submitted to the Library Director by an adult who shall be personally responsible for the conduct of the meeting and the adherence to these rules and regulations.

**Availability**

1. The Library and its property are available for use only as specified in the statement of purpose.
2. Availability of the Library and its property will be limited to published open hours, beyond which will be subject to the availability of library staff.

**Liability**

1. The S. White Dickinson Memorial Library, represented by its Board of Trustees and staff does not assume any liability for groups or individuals attending a meeting at the Library and its property.
2. All groups will agree to hold the S. White Dickinson Memorial Library harmless from any loss of personal property used or exhibited, or for any equipment, supplies, materials, clothing or other items brought to the library or transported to the library property by any group or individual attending the meeting.
3. Organizations or individuals using the library property must assume responsibility for any accidents or damages which occur to the building, grounds, or equipment which is made available to them and must pay for any necessary repairs or replacements made as a result of damages.
4. S. White Dickinson Memorial Library will not be responsible for injury to persons or property while the building or grounds are used by any group or individual.

**Fees**

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| 1. <b>Educational and Cultural – with no admission charge</b>             | No Fee   |
| 2. <b>Educational and Cultural – with admission charge or fund-raiser</b> |          |
| i. Civic Groups or Individuals  | \$10     |
| ii. Non-profit groups   | \$20     |
| iii. For-profit groups  | \$25     |
| 3. <b>Ongoing or weekly programs</b>                                      | \$5/week |

- i. There is no charge for use during normal library hours for groups sponsoring educational or cultural programs with no admission charge. However, these groups must pay a \$50 room use fee if the meeting takes place outside of normal library hours, subject to library staff availability. This fee covers a 4 hour period. No building keys will be given out.
- ii. The Library reserves the right to charge an additional fee to cover utilities and custodial services for an event outside normal library hours.

#### **4. Gazebo Use for Scheduled Events**

- i. Use of gazebo for Whately residents will be free of charge. Donations gratefully accepted.
- ii. Use of the gazebo by non-Whately residents is \$100.

#### **Rules for Use**

1. The S. White Dickinson Memorial Library Board of Trustees and/or Library Director reserves the right to restrict use of the Library and its property if the nature of the anticipated meeting would be unreasonably disruptive or interfere with other regular library functions.
2. Applicant is expected to adhere to the stated purpose of the meeting and to conduct the meeting accordingly.
3. All announcements, press releases, flyers, and/or media advertising must clearly state that the meeting is not sponsored or endorsed by the S. White Dickinson Memorial Library. The S. White Dickinson Memorial Library cannot be designated as the official address for any group not specifically connected to the library. Request for permission to display exhibits or bulletin board notices will be similarly treated.
4. No printed materials may be distributed on library property without prior permission of the Library Director.
5. No materials may be affixed (tape, tacks, nails, etc.) to doors, walls, furnishings windows, etc. within the Library or on its property.
6. Smoking is not permitted in public buildings or grounds in accordance with state law.
7. Alcoholic beverages may not be dispersed or consumed in any part of the Library and its property.
8. Refreshments may be served in connection with a meeting, but organizations are required to provide their own utensils and coffee urn. A small refrigerator is available. The kitchen must be cleaned up immediately after the meeting has ended.

These rules and regulations are in accordance with the American Library Association Intellectual Freedom Handbook, 1993. Drafted 12/3/1998 and revised 10/11/2011 and accepted by the S. White Dickinson Memorial Library Board of Trustees.