

## **Spalding Memorial Library Facilities, Grounds, and Meeting Room Use Policy**

### **Scope**

The Spalding Memorial Library welcomes the use of its grounds and facilities by the public. The library permits public and group use of its grounds and facilities when such use does not interfere with library-sponsored programs and events.

### **Statement**

Library activities and events, as well as library staffing needs, take precedence over the needs of any outside organization or group. Permission to use the library's grounds, facilities, or meeting rooms is granted on a case-by-case basis, is revocable, and cannot be considered a leasing agreement. The library reserves the right to deny or revoke permission based on the availability of the space, staffing, frequency of use, or as otherwise outlined within this policy. Use of the grounds and facilities will be in accordance with the American Library Association's Library Bill of Rights. Priority for scheduling shall be in the following order:

- 1) Library use
- 2) Local Government use
- 3) Non-profit use
- 4) For-profit use.

Library facilities and grounds use is offered without discrimination of the users' age, race, color, religion, sex or gender, national origin, marital status, parental status, sexual orientation, political ideology, ancestry, or the presence of sensory, mental, or physical disability. Permission to use the facilities or grounds does not signify an endorsement of any group or the policies or beliefs of any group by the Spalding Library Board or staff. Events may not be publicized in a manner that might suggest Spalding Memorial Library sponsorship or affiliation.

The library grounds and meeting spaces will not be available when the library is closed due to emergency conditions or inclement weather. Notification of emergency closure is usually made on WATS/WAVR radio station.

### **Availability**

**Request for use of the library facilities or grounds shall be made on the appropriate signed application form.**

The library offers a downstairs meeting room which is accessible by elevator. This meeting room has a capacity limit of 25 people. Use of this room may be scheduled three months in advance.

When necessary, the library may offer use of additional areas within the library, such as our children's room, for groups needing a larger presentation space. Use of this space is subject to

approval by the library director. The capacity limit for this room for non-library related functions is limited to 40 people. Use of this room may be scheduled three months in advance.

The library grounds offer a meeting space for small groups. Use of this space is subject to approval by the library director.

The capacity limit for groups using our grounds is 75 people. Use of the library grounds may be scheduled three months in advance. Requests for use of the library grounds must be made no less than 35 days to and no more than 90 days before the event or activity.

**\*\*All capacity limits are subject to restrictions that may be imposed by State or Local government to promote social distancing.**

Groups expecting ten (10) or fewer participants may use the Library's parking lot. Groups expecting more than ten (10) participants may be required to use off premises parking. Parking is only permitted in designated parking areas. No parking is permitted on the grounds and/or sidewalks.

Fees for use of the library grounds may be waived for non-profit group events that meet all previous requirements. Events such as weddings, showers, and other social activities that normally would require a usage fee at other venues would be charged a minimum fee of \$25.

### **Restrictions**

Smoking is not permitted, nor the use of drugs of any type. Alcohol may not be served by users from outside groups, but an exception is made at specifically sanctioned library functions.

In keeping with public policy, the grounds and facilities may not be used for religious services (exception would be made for weddings where a clergyperson is required) or for political campaigning activities; including rallies, fundraisers or publicity events that are intended to further the political agenda or interests of a particular party or candidate.

Use of the grounds and facilities will be scheduled at the discretion of library staff. The Library Board of Trustees will act as final arbiter in cases of disagreements concerning scheduling.

### **Provisions**

Kitchen facilities are not available. However, users may provide light refreshments that are brought in and carried out.

Clean-up is the responsibility of the user. If the library is required to clean up after a user, the costs of clean-up will be billed to the user or group.

All garbage is to be hauled out by the user unless arrangements have been made with the library for disposal.

Access to the library's public restroom is provided during normal operating hours only. No other restroom facilities will be provided.

WiFi is provided for groups using our meeting areas. The library cannot provide reliable access to electricity or WiFi for groups using our library grounds.

The following equipment may be brought in for use by outside groups **with prior approval**:

- Tents
- Tables
- Chairs
- Electronic equipment
- Portable toilets and/or sinks

Users are responsible for setup and removal of all equipment, and will be held liable for any damage to library facilities or grounds their equipment may cause. Library staff will not be available to assist with setup and/or clean up.

### **Responsibilities**

The group or individual making the application for facilities or grounds use assumes all responsibility for damage to library property and restoring the condition of the premises. Costs of any damage to the building or grounds will be billed to that group or individual.

Groups using the facilities or grounds will assume full responsibility for injuries sustained while on library premises, and for any harm or injury by its members to others while on the premises.

Groups using the facilities or grounds shall agree to hold the Spalding Memorial Library harmless for any injury caused by its members to others as a result of their activities on the premises. Circumstances may require the library to request proof of insurance and/or licensing.

Any group or individual not fulfilling their obligations as set forth in this policy may be denied use of the library's facilities and grounds. Use of the premises may be restored at such time as the obligations to the library, as set forth, have been met by the individual or group.

**SPALDING MEMORIAL LIBRARY**  
**Application for Use of the Facilities, Grounds, or Meeting Room**

I agree to abide by all procedures and regulations stated in the Spalding Memorial Library Meeting Room Use Policy. I agree to provide the library with an attendance count of this meeting/event.

Although the library will make every effort to honor all reservations, I understand that the library reserves the right to change schedules. If the library closes due to emergency or inclement weather, all meetings will be cancelled. Notification of such closure is made via WATS/WAVR radio.

The undersigned will assume full responsibility for property damage or injuries sustained by its members or injuries caused to others by its members while on library property. The Spalding Memorial Library is held harmless for such injuries.

Circumstances may require the library to request proof of insurance.

THIS REQUEST IS FOR USE OF:

\_\_\_\_\_ Library Grounds/Garden Space                      \_\_\_\_\_ Downstairs Meeting Room  
\_\_\_\_\_ Other Space (specify) \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_

DATE(S) REQUESTED \_\_\_\_\_ TIME \_\_\_\_\_

AUTHORIZING PERSON'S NAME \_\_\_\_\_

(Please print)

ORGANIZATION / PURPOSE \_\_\_\_\_

CONTACT ADDRESS \_\_\_\_\_  
\_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Application approved on: \_\_\_\_\_

Signature of Library Director (or delegate) \_\_\_\_\_