

Fort Edward Free Library Tutoring Policy

Tutoring is an activity that relates to Fort Edward Free Library's role as an educational support center. Space for sanctioned tutoring activities is subject to availability.

The following guidelines must be observed:

1. Tutors will contact the library to reserve use of a Meeting Room. Each tutor must submit a Tutor Meeting Room Request Form that will be kept on file at the library. All tutoring is only allowed on the main floor of the library.
2. Children under 18 years of age who are tutored in the Library are the responsibility of the tutor while on Library property until they are released to a parent or guardian to someone providing authorized transportation.
3. Those who are being tutored in the Fort Edward Free Library are strongly encouraged to obtain a valid system library card.

Fort Edward Free Library Rules For Meeting Room Use

1. The room must be left in the same condition in which it was found. Furniture that has been rearranged must be returned to its original location. Any type of project not pertaining to just the use of pencils, pens, crayons, washable markers and glue sticks, must be approved by library staff prior to meeting room use. Simple refreshments may be served providing the room is cleaned before vacating. All refuse must be disposed of in the containers within the library. Groups must bring their own supplies and that includes cleaning supplies..
2. No alcoholic beverages are permitted on library premises..
3. No smoking or tobacco is allowed on library premises.
4. Nothing should be attached by tape or any other means to the walls of the building.
5. When the library is open to the public, the noise level in the Meeting Room must not interfere with regular Library operations.
6. The applicant is responsible for the observance of all rules and regulations of the Fort Edward Free Library.
7. The applicant agrees to obey and abide by Federal, State and local laws, rules and regulations.

FORT EDWARD FREE LIBRARY TUTOR PERMISSION FORM

Tutor's Name _____

Address _____

Town/City _____

Phone _____

E-Mail _____

School/Organization/Affiliation _____

Applicant (if different from above) _____

Address _____

Town/City _____

Phone _____

E-Mail _____

Date(s) of Use _____

Time From _____ To _____