

Fort Edward Free Library

Building Use Policy

Policy Statement:

A major part of our mission is to meet the needs of our patrons and those in our surrounding communities by providing equal opportunities for all. This means that the library building will be available for the community in the manner described below.

Regulations:

Use of the Building During Regular Library Hours:

Our library is small and has an open floor plan, therefore we do not have any private space. The only available place for meeting is the tables in the children's area. This limits the ability to reserve the tables to the following:

1. During library hours, the building will not be available for public presentations or for group meetings that would impede normal library activities and the provision of services to library patrons.

2. Small groups, with generally no more than 10 people, that can meet in the library's space without requiring furnishings to be rearranged, and without substantially impeding normal library activities and the provision of services to library patrons,

may apply for permission to use the library from the library Board of Trustees.

3. Groups using the library must comply with library policies and respect the needs of other patrons.

4. There is to be no financial benefit to individuals, groups or commercial concerns.

Use of Building Outside of Regular Library Hours:

1. Groups affiliated with the library may schedule meetings and programs by speaking to the library director.

2. Civic, educational and cultural groups, as well as community members or patrons may apply to the library Board of Trustees for permission to use the library facilities. A copy of the Building Use Policy will be given to each applicant. A signed Building Use Letter of Agreement must be submitted. The maximum group size is 30. No fee will be charged. Donations are accepted.

3. A library staff member or a member of the library Board of Trustees must be available to open and close the building, perform an inspection of the area(s) used before leaving, and be on the premises during building use.

4. There is to be no financial benefit to individuals, groups or commercial concerns. However, library programs may allow the sale of books and other items by authors and artists.

Rules Applying to All Groups:

1. The library name and address may not be used as the official name, address or headquarters of any organization using the library.

2. All patrons requiring supervision must be continually supervised by the group leader or responsible group member while using the library.

3. The library does not provide personnel to assist in handling exhibits or other materials needed by groups using the building.

4. The library is not responsible for the group's equipment, supplies, materials or other items.

5. Light refreshments may be brought in and served. There are no kitchen facilities available in the library. Serving alcoholic beverages is not allowed.

6. Each group is responsible for cleaning up after their use, returning furniture to its correct position, and for replacing or repairing any lost or damaged equipment, building or property.

7. All trash must be removed from the library.

8. Smoking or the use of tobacco products is not allowed. Do not bring alcohol or illicit drugs onto library property.

9. The library Director or Board of Trustees may deny permission for the use of the library to any group that violates these regulations.

10. It is understood that library programming will have first priority in room use. All other requests will be considered on a first-come, first-served basis.

11. Groups may request use for one time per month for a maximum of two hours. Special circumstances will be taken into consideration by the Board of Trustees.

12. Complaints about groups using the library, or about these policies, may be made to the Library Board of Trustees.