

LIBRARY PUBLIC SPACES USE

- The purpose of the Library's public spaces (Auditorium, Wilson Room, Carnegie Room and outdoor amphitheater) are to provide space for library programs and events, as well as civic, cultural, educational and information meetings.
- The public spaces shall not be scheduled regularly, over a long period of time in such a manner which would give any organization exclusive use of the space on a regular basis.
- At the discretion of the director, groups may reserve a public space for multiple dates.
- The Library's public spaces shall be available for public meetings without charge.
- Sales, solicitations of later sales, order placement, or fundraising in the Library's public spaces are prohibited except for events that benefit the Library.
- Public space use is granted on a first-come, first served basis. Preference will be given to library sponsored programs.
- Private, social gatherings can only be held during library hours and a \$25.00 deposit is due upon arrival.
- Any damage to library property (inside or outside) during the use of these public spaces will result in the Library's keeping the \$25.00 deposit. The cost of any necessary repairs, replacements or extraordinary cleaning will be charged to the individuals or group making the booking.
- Any damage or malfunction must be immediately reported to the library director.
- Library staff will unlock the public space for the booking group.
- For the outside amphitheater the electricity will be turned on if needed, but the bathrooms will not be available after Library hours.
- The Library reserves the right to judge what an appropriate use of its facilities is.
- The Library's Conduct in the Library Policy applies to use of the public spaces.
- The Library's public spaces shall be used for children's meetings only when the meeting is to be supervised by responsible adults.

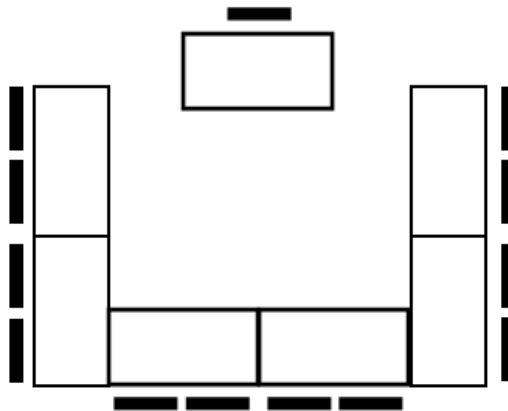
- There will be no decorations that leave any residue on walls, carpets or any other surface anywhere on the Library premises.
- Smoking is prohibited.
- Food and non-alcoholic beverages may be served in the public spaces.
- For all spaces, users are responsible for their own set-up, take-down and clean-up.
- If a group plans to use library-provided AV equipment, they need to arrange a time with staff for instruction on said equipment.
- All groups should refer to the checklist posted by the door before leaving.
- Organizations booking the auditorium after library hours will pick up the key during regular library hours.
- The Wilson and Carnegie rooms are not available after hours.
- Social groups using the Library must be packed up and cleaned up before the end of the library hours so that an inspection can take place before the library staff leaves.

CHECKLIST FOR PUBLIC SPACE USERS

Before you leave the building, be sure you have done the following :

- 1. NO decorations or sticky substance that leave residue on walls and carpet.**
- 2. Turn off all appliances.**
- 3. Pick up any trash made inside and outside the building and put the trash in the Library's dumpster located in the alley.**
- 4. In the Auditorium clean out the refrigerator; wipe counters and sink; and sweep the floor in front of the cabinets.**
- 5. Wipe down tables and chairs, put away any extras.**
- 6. Vacuum carpet.**
- 7. Return any library A/V equipment.**
- 8. Library Staff resets the temperature controls, unless otherwise instructed.**
- 9. Report any damages or malfunctions.**
- 10. Lock and close doors and return any keys.**

THANK YOU!



REPRESENTATIVE'S SIGNATURE : _____

Organization Name or Purpose of Use : _____

Date : _____ **Time to be used :** _____

Phone : _____ **Number Attending :** _____

Room:

_____ **Auditorium**

_____ **Carnegie Room**

_____ **Wilson Room**

_____ **Amphitheater**