

Use of the Library Policy – Meetings and Functions

1. Library-sponsored gatherings, groups, and projects will be allowed at the discretion of the Trustees.
2. Town-appointed and recognized committees or non-profit organizations such as firefighters, police, and Friends of the Library may request the use of the Library for meetings.
3. Meetings shall take place during regular Library hours unless otherwise approved by the Library Manager or the Trustees. A Trustee or the Library Manager must be present for after-hours meetings. For any meeting outside of regular hours, an adult representative with a valid library card must be designated as the person responsible for the use of the space. This person will be responsible for all aspects of setting up and cleaning up for events.
4. Meetings must not disrupt normal Library business.
5. Any meeting in the Library must be free of charge and open to the public.
6. Meeting attendees shall supervise and be responsible for children inside and outside the Library.
7. Youth events must have a ratio of at least one adult to every five children 10 years and under.
8. Profit-making companies or individuals are not allowed to reserve Library space to promote their business in any way.
9. No alcoholic beverages may be brought into the Library, consumed, or served.
10. Occupancy of the Library space is limited to the Fire Chief's safety limit. (60)
11. Reservations for meetings must be made by contacting the Library Manager. The Trustees and Library manager may deny permission to use the Library for gatherings, meetings or functions to any group which has violated the operational policies of the Library. Group making the reservation will be responsible for all damage that may occur to Library property or materials.
12. All groups must abide by the operational policies of the Library.

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