

Baxter Memorial Library Building Use Policy and Procedures

Approved July 21, 2022

Policy

Baxter Memorial Library may be reserved for use by the public outside of normal library hours. Priority is given to library-sponsored events, then to community or non-profit organizations. There is no charge for use of the library, but donations are welcome.

Baxter Memorial Library may not be used for solicitation, promotion or sale of items or services, worship services, or private social or celebratory events.

All events held at the Baxter Memorial Library must be FREE and OPEN TO THE PUBLIC.

The Library reserves the right to revoke use privileges at any time.

Any request for exceptions to this policy must be made in writing to the Library Director.

Rules for Public Use of the Library

1. To reserve the library, contact the Library Director during regular library hours.
2. The building is not available during regular library hours (Mondays, Tuesdays and Wednesdays 2-6pm, Thursdays 11am-7pm, and Saturday 10am-12pm)
3. A representative of the organization requesting use of the library must sign the "Public Use Agreement". By signing the Agreement the representative assumes responsibility for any damage to or loss of library property while in their use. The signed Agreement is kept on file at the library.
4. If library property is either damaged or lost, the Library Director shall obtain estimates for the repair of the damage or the cost of the replacement of the lost property. The individual or organization will be responsible to pay that amount to the Library.
5. In accordance with the American Library Association's Library Bill of Rights and its interpretation pertaining to libraries, Baxter Memorial Library does not limit use of the library based on the subject matter or content of the meeting or on the beliefs or affiliations of the meeting's sponsors.
6. Use of the library does not imply endorsement, support or co-sponsorship by Baxter Memorial Library of the activities that take place in the library or the beliefs of the organization using the library.
7. Organizations or individuals using the library may not imply that the event or program is sponsored, co-sponsored or endorsed by the library in any advertising or publicity.
8. Organizations are responsible for setting up the library for their meeting. The library must be left in the same condition in which it was found, with tables and chairs returned to their original places. All windows and doors must be securely locked, lights switched off, and the key returned promptly. Organizations may not store materials at the library.
9. Light refreshments are allowed at the meeting, but not prepared meals; there are no kitchen facilities. No alcohol or smoking is permitted in the building.

This Agreement Statement must be signed by a member of the organization requesting use of Baxter Memorial Library and returned to the Library prior to the organization using the space.

This Agreement will be kept on file at the Library.

The Library reserves the right to revoke use privileges at any time.

If there are any problems or concerns about the building, please call a trustee.

Baxter Memorial Library Public Use Agreement

On behalf of (organization) _____, I, and the organization agree to the conditions set forth in the Baxter Memorial Library Public Use Policy.

By signing this Agreement I assume responsibility for any damage to Baxter Memorial Library, or damage or loss to library property while in use by our organization.

Signed _____

For (organization) _____

Date _____

Return to: Baxter Memorial Library, P.O. Box 87, Sharon, VT 05065