

SUNSHINE HALL FREE LIBRARY
By-Laws & Policy Manual
(Approved: December 18, 2012)

VII. USE OF LIBRARY FACILITIES BY COMMUNITY ORGANIZATIONS

- A. As a community-supported service organization, the Sunshine Hall Free Library wishes to cooperate fully with its community making space available for meetings that will not interfere with its primary function of offering public library use. Therefore, application for use of any space will be considered in that context.
- 1) In general, any request for use of library space by a non-library agency or organization will require approval at least two weeks prior to the date of use. An application (*SEE FORM 'A' IN APPENDIX*) must be completed and submitted at least three weeks in advance to give the necessary information about the requesting group. A signed copy of the application will be returned to the named agency for the group, signifying that the request had been approved. Community room/space may be used by library card-holders and residents or residents of the immediate communities only.
 - 2) Regular use on a periodic basis requires that the organization be insured and supplies the Sunshine Hall Free Library with a current certificate of insurance prior to its first use. Approval of regular use may be rescinded due to (1) library programming or other factors inherent in the library's use of its own space or (2) expiration of the required insurance. Groups may use the space for no more than three hours at a time unless permission has been obtained from the Director. Meetings must be of an educational, cultural or charitable nature and must be open to the public. Meeting rooms or space are available to organizations on an equitable basis, regardless of beliefs or affiliations of the individuals or groups. The library does not advocate or endorse the viewpoints of Community Room users.
 - 3) All non-library use is limited to non-commercial and/or not-for-profit purposes and groups. No amplification equipment may be used.
 - 4) Any group holding a meeting will meet in the designated area and assume responsibility for the room and its contents. Smoking, alcoholic beverages and drugs are prohibited. Access to any other area of the library when the library staff is not present is also prohibited.
 - 5) If the application indicates that simple refreshments will be served, the group must bring its own utensils and supplies, and all refuse must be removed from the library building and site by the organization at the end of the meeting or event.
 - 6) Setting up or taking down tables, chairs, and/or other equipment is the responsibility of the organization. Any equipment requested and used must be left in the condition in which it was found. Similarly, the space used is to be left neat and tidy. Supplies belonging to the organization are not to be left behind for the library to store.
 - 7) If any library equipment is damaged while the group is using it, the group will be charged for repair or replacement.
 - 8) Posted room capacity must be observed.
 - 9) Any organization using library space after the library closes must follow the closing procedure (see ARTICLE VIII. CLOSING PROCEDURES)
 - 10) Hanging anything on the walls or from the ceiling is prohibited.
 - 11) If the organization's program or meeting involves minors, they must be supervised at all times and must be restricted to the approved area.

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- B. Library events have scheduling priority.
- C. The Library Board of Trustees is not responsible for accidents, injuries, or loss of property while library space is being used for a meeting or a program. Part of the application is full acceptance of responsibility by the requesting group.
- D. The Board of Trustees is the final authority in approving requests for use of library space. Applications may be referred to the Board for final determination if the Director has questions about granting approval.
- E. Applicants should be advised that violation of this policy and/or any of its provisions will result in denial of future use of library facilities for meetings by that group.

VIII. CLOSING PROCEDURES

- A. An envelope containing a key or access card to the appropriate space and a copy of the closing procedures will be picked up no earlier than twelve (12) hours prior to the approved use.
- B. At the conclusion of the meeting or event:
 - 1) All equipment is returned to its original location, including chairs and tables.
 - 2) All trash is removed from the site.
 - 3) All lights are turned off, including those in the restroom(s).
 - 4) Lock door.
 - 5) Place key in envelope and seal envelope.
 - 6) Drop sealed envelope in book drop.

IX. EQUIPMENT USE POLICY

- A. Computers are available to patrons on a first-come, first-served basis, after agreeing to and signing the Internet Usage Policy; minors must have a parent or legal guardian sign the policy before being allowed to use the library computers. Instructions for the operating system are displayed near the computer. There is no charge for use of the computers to valid RCLS cardholders; however, in order to make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is 20 minutes. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available and classes are provided periodically.
- B. There is a \$1 charge per session to non-card holders.
- C. A printer is available. Printer paper will cost \$.25 per sheet and must be paid for at the conclusion of the session. *(Discounts available to veterans – SHFL participates in the Sullivan County Veterans Discount Program.)*
- D. A photocopy machine is available to patrons who wish to copy materials at the rate of \$.25 per page. *(Discounts available to veterans – SHFL participates in the Sullivan County Veterans Discount Program.)*

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XVII. APPENDIX

A. USE OF LIBRARY FACILITIES BY COMMUNITY ORGANIZATIONS (XII.A.1)

Application for Use of SHFL

Date of application: _____

Name of Organization: _____

Leader of Organization: _____

Organization's Mailing Address: _____

Telephone Number: _____

Purpose of Meeting: _____

Date(s) Requested: _____

Time Requested: _____ a.m./p.m. to _____ a.m./p.m.

Number of people attending: _____

Equipment needed (note #7 in policy): _____

Will refreshments be served? _____

➤ **Please attach a copy of your organization's certificate of insurance.**

Applicant's Name (please print): _____

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

Telephone Number: _____

FOR LIBRARY USE ONLY

Room Availability: _____

Approved by: _____ Date: _____