

Facilities Use Policy

The library is a place for everyone in the community to learn, explore books and ideas, and to feel welcome. The purpose of the Facilities Use Policy is to help balance access among various people and groups using the library.

Activities by individuals and groups should respect use of the space by others, and must not interfere with normal Library activities or with library staff performing their duties and routines. This restriction refers to both the size of the group and to any sounds that might be disturbing. Such activities will not be allowed to continue, and may impact use of the facilities in the future.

Organized youth groups may use the rooms if they are accompanied by an adult supervisor of the group who assumes full responsibility for supervision of the group for the entire time they are in the library.

Groups and businesses may use the library for internal meetings. No admission may be charged; no products or services may be advertised, solicited, or sold. Groups using may not imply that their programs are sponsored, co-sponsored, or approved by the library unless written permission has been given by the Library Director. No charge will be made by the library; however, donations to the library are appreciated.

Without first receiving permission in writing from the Director, outside individuals or groups using library space may not imply in their advertising or during their activities that the Library sponsored or supports its activities or ideas, and may not state or imply that the library is the sole or primary location for their activities. A statement of sponsorship must appear in all advertising and press releases using the following phrasing: "This program is sponsored by (organization's name) and will be held at Carver Memorial Library." All outside advertising and press releases must make clear that the sponsoring groups should be contacted directly for information, and appropriate contact information must be provided. Any outside groups or individuals found to have promoted their activities as library sponsored will be restricted from using the library for their activities. (See also the Library's Publicity Policy.)

Facilities use is permitted only during regular library hours and the area must be completely cleared before closing. Only programs sponsored or co-sponsored by the Library itself may be scheduled outside normal operating hours.

Political rallies for the purpose of supporting or opposing a specific candidate, political party, ballot question or piece of legislation shall not be held at the Library.

For the safety and security of the Library and community, any activities or groups that the Director determines will necessitate additional security or police presence will not be permitted.

Adopted by the Board of Trustees January 9, 2020.