

FACILITIES USE POLICY

Policy

Space in the Altamont Free Library is available by reservation for programs and meetings during the days and times that the Library is open to the general public. Events sponsored by the Library are given preference. Reservations for use may also be made by outside groups and individuals. All meetings must be open to the general public. Profit making organizations sponsoring an educational program of a non-profit nature may be permitted use of the facilities.

Procedure

Reservations are taken on a first come, first served basis and may be made by filling out a Request for Use of the Library Facilities form, which is available at the Circulation Desk and online at www.altamontfreelibrary.org.

Restrictions

1. No group or individual may charge admission fees, require donations, solicitations or listings with the exception of the Friends of the Altamont Free Library.
2. The Library will not accept reservation for a series of meetings that would designate the Library as the regular meeting place for an organization. Neither the name nor the address of the Altamont Free Library may be used as the official address or headquarters of an organization.
3. Advertising for programs held in the Library by outside groups must be reviewed by the Director prior to distribution,
4. The Library Director is authorized to deny use of the facilities for due cause to any group that has been disorderly or objectionable in the past. Such cause may be destruction of Library property, disturbance of patrons, or any illegal, disruptive, or objectional conduct on the Library premises.
5. Smoking and the consumption of alcoholic beverages are forbidden.
6. The Library will not provide personal or storage space and will not be responsible for equipment or personal articles belonging to groups or individuals using the Library.
7. Two or more adults must supervise programs for children age 10 and younger
8. Programs that involve the use of materials, e.g., paint or clay, which may result in damage to Library property, require approval from the Director.
9. Permission to use the facility ultimately rests with the Director and the Board of Trustees.

Adopted, June 9, 1996

Revised, January 14, 2008

ALTAMONT FREE LIBRARY
REQUEST FOR USE OF FACILITY

Organization/ Individual: _____

Contact Person: _____ **Phone:** _____

Address: _____

Event: _____

Space Requested: _____

Materials or Equipment to be Used: _____

Date Requested: _____ **Time:** _____ **Number Attending:** _____

Additional time needed for set-up must be coordinated with the Director of the Altamont Free Library.

Restrictions:

1. No fees, donations, solicitations or listings are permitted/
2. Reservations will not be accepted for a series of meetings that would designate the Altamont Free Library as the regular meeting place for an organization.
3. Two or more adults must supervise events for children age 10 and younger.
4. Smoking and the consumption of alcoholic beverages is forbidden.
5. Storage space is not provided and the Library is not responsible for personal items or equipment belongings to groups or individuals using the Library.
6. Programs that require the use of materials, e.g., paint or clay, which may result in damage to Library property, require approval of the Director.
7. The Director must review advertizing for the event.

Signature of Applicant: _____

Approved: _____ **Date:** _____

Comments: _____

