



Western Sullivan Public Library

POLICY FOR USE OF LIBRARY COMMUNITY SPACES BY NON-LIBRARY GROUPS AND ORGANIZATIONS

As a community-supported service organization, the Western Sullivan Public Library is happy to make its community spaces available to non-library groups and organizations for meetings, events, and other activities compatible with the use of the library by the public at large. We ask that the following rules be observed:

1. An application form must be completed and returned at least one week before the requested date. Applications may be obtained from, and returned to, any member of the staff at the branch in question.
2. Along with your application, you must submit a certificate of insurance naming WSPL as an additional insured and having a minimum policy limit of \$1,000,000.
3. Single-event insurance policies are acceptable.
4. When your request has been approved, a copy signed by the branch manager will be returned to the designated contact for the group.
5. Regular use on a periodic basis is allowed, so long as it does not conflict with library events or programs, and insurance remains current.
6. We make community space available for a maximum of three hours, unless permission for extended use has been obtained from the Director.
7. Community spaces are available during regular library hours, and meetings must conclude before closing time at that branch. Exceptions may occasionally be made, but only if it is possible for a library staff member to be present in the building for the duration of the meeting.
8. Meetings and activities must be of an educational, cultural, or charitable nature and must be open to the public. Community spaces are available to organizations on an equitable basis, regardless of beliefs or affiliations. The library does not advocate or endorse the viewpoints of community space users.
9. The organization may not charge an admission fee, take a collection, or solicit donations. The only exceptions are in the case of paid registration at programs held in cooperation with or sponsored by the Library, or payment of fees for educational courses sponsored by nonprofit organizations.
10. The Western Sullivan Public Library's name, address, and phone number may be used by the group only to indicate the location of the meeting or event.



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11. The meeting must be confined to the designated area, and the group assumes full responsibility for the space and its contents. The group will be presented with the library's Code of Conduct, which outlines activities that are not permitted in the library.
12. Serving of light refreshments is allowed. All utensils and supplies must be washed and all refuse removed by the end of the meeting or event.
13. The space must be left in the same configuration and condition it was in before the meeting. Requests for use of library equipment should be discussed with the manager prior to the meeting. If any equipment, furniture, walls, or other library property is damaged while you are using the space, the group will be charged for repair or replacement.
14. Posted room capacity must be strictly observed.
15. The Library is not responsible for accidents, injuries, or loss of property while library space is being used for a meeting, event, or other activity. Submission of the application entails full acceptance of responsibility by the requesting group.
16. The Board of Trustees of the Western Sullivan Public Library 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.
17. Applicants are advised that violation of this policy or any of its provisions will result in denial of future use of library facilities for meetings, events, and other activities by that group.



Western Sullivan Public Library

Application for Use of Community Space

Date of application: _____

Name of Organization: _____

Leader of Organization: _____

Organization's Mailing Address: _____

Telephone Number: _____ E-mail address: _____

Purpose of Meeting: _____

Date(s) Requested: _____

Library Branch Requested _____

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

Number of people attending: _____

Equipment requested: _____

Will refreshments be served? _____

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

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Applicant's Name (please print): _____

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

Telephone Number: _____ E-mail Address: _____

FOR LIBRARY USE ONLY

Room Availability: _____

Approved by: _____ Date: _____