

BUILDING USE POLICY

Use of Latham Memorial Library

Latham Library strives to provide facilities that are well maintained, accommodating and safe. Latham Library facilities are available to all qualified users on equal terms without regard to race, color, religion, national origin, or other status covered by applicable state or federal laws or regulations.

1. General

During regular business hours, the Latham Library collection of books and other media, and the public spaces, are open to the public. Spaces may be reserved for library directed programs and for community directed programs.

Arrangements can be made for use of the main level Reading Room and lower level Community Room **during off-peak hours when the library is open**. However, these meeting spaces must be made available to the public during regular hours. Doors to the meeting rooms must remain open so that patrons have access to library collections, and groups using the spaces should not expect to have a private meeting.

In addition, the lower level **Community Room** is available on request for use before and after business hours when the library is closed.

2. Permissions

Organizations wishing to obtain permission to utilize the Library spaces must first consult with the Librarian to determine if the space available is suitable.

Eligibility:

- a. The group host and responsible person must be a Thetford resident.
- b. Eligible groups include non-profit organizations and government bodies, local chapters of national or regional organizations, and community interest groups. Community interest group events must be open to the public.
- c. No sales events, political events, events sponsored by political parties, fundraising events or religious events shall be permitted.
- d. Latham Library trustees reserve the right to not accept requests or to cancel events that they consider potentially adverse to the Library's operations or contrary to the American Library Association Code of Ethics.

Once the Librarian has agreed to the use of the space, the organization must complete a Library Use Form, indicating the time, date and duration of the use, and acknowledging that this Building Use Policy has been read and will be followed, before final permission is granted.

Permission for an organization to use Library spaces in no way constitutes an endorsement by the Library, the Board of Trustees, or the Town of Thetford of the policies or beliefs of that organization.

The organization hosting an activity assumes all responsibility for the behavior and actions of meeting attendees, and all liability for any damages that occur in the course of the activity.

3. Requirements for use of the Library space

- a. Reservations shall be made no later than 48 hours prior to the meeting day and time, and no earlier than two (2) months before the event.
- b. Repetitive bookings shall be limited to no more than one (1) per month.
- c. No admission fee shall be charged.
- d. Occupancy at the Community Room shall not exceed 49 persons at any time.
- e. At a meeting's conclusion, the facilities must be clean and in the same condition they were before use. If special permission to use the Library space outside of regular hours of operations was granted, the doors shall be locked, the lights turned off, and the key returned promptly to the librarian or an appointed person. There will be a charge for failure to return the key(s).
- f. Users are required to clean up completely, replace furniture as it was found before the activity, and place all trash and recycling items in the proper bins. Users may be charged for extra (janitorial) cleaning, and will be responsible for costs to repair damage resulting from their use of the facilities.
- g. With permission, organizations using the Library may serve refreshments in designated areas (e.g. lobby part of lower level Community Room), under the condition that the sponsoring organization will clean up completely, replace furniture as it was found before the activity, and place all trash and recycling in the proper bins.
- h. Unless permitted by special exception alcoholic beverages may not be consumed.
- i. There shall be no smoking on Library property at any time.
- j. Nothing shall be taped onto the walls.
- k. No open flames or candles are allowed.
- l. The Community Room AV system may be used after orientation from library staff.
- m. Failure to abide by these requirements could result in denial of further requests to use the Library spaces.

4. Procedure

- a. The Library reserves the right to cancel a scheduled event in case of inclement weather or other severe circumstances.
- b. Some special exceptions to the above rules may be extended to the Thetford Library Federation, the Thetford Historical Society and the Thetford Town Government.