

# Argyle Free Library: Building Use Policy

## **POLICY STATEMENT**

As part of our mission of maintaining facilities, resources, and services for individuals, groups, and organizations in the Argyle community, the library building will be available for community use in the manner described below.

## **REGULATIONS**

### **USE OF BUILDING DURING REGULAR LIBRARY HOURS**

Because the library does not have a separate meeting room, use of the building by community groups during library hours must be limited:

1. During library hours, the building will not be available for public presentations or for large group meetings that would impede normal library activities and the provision of services to library patrons.
2. Small groups, with generally no more than 10 people, that can meet in the library's space without requiring furnishings to be rearranged, and without substantially impeding normal library activities and the provision of services to library patrons, may apply for permission to use the library from the library director.
3. Groups using the library must comply with library policies and respect the needs of other patrons.
4. There is to be no financial benefit to individuals, groups or commercial concerns.

### **USE OF BUILDING OUTSIDE OF REGULAR LIBRARY HOURS**

1. Groups affiliated with the library, e.g. the Friends of the Library, may schedule meetings and programs by speaking to the library director. The group is responsible for opening and closing the building.

In all other cases:

2. Civic, educational and cultural groups, as well as community members or patrons may apply to the library director for permission to use the library facilities. A copy of the Building Use Policy will be given to each applicant. A signed Building Use Letter of Agreement must be submitted. The maximum group size is 40. No fee will be charged. Donations are accepted.
3. A library staff member or a member of the library Board of Trustees must be available to open and close the building, perform an inspection of the area(s) used before leaving, and be on the premises during building use.
4. There is to be no financial benefit to individuals, groups or commercial concerns. However, Library programs or programs of the Friends of the Library may allow the sale of books and other items by authors and artists.

### **RULES APPLYING TO ALL GROUPS**

1. Except for the Friends of the Library, the library name and address may not be used as the official name, address or headquarters of any organization using the library.
2. Children's groups must have adult supervision.

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3. The library does not provide personnel to assist in handling exhibits or other materials needed by groups using the building.
4. The library is not responsible for the group's equipment, supplies, materials or other items.
5. Light refreshments may be brought in and served. There are no kitchen facilities available in the library. Serving alcoholic beverages is not allowed.
6. Each group is responsible for cleaning up after their use, returning furniture to its correct position, and for replacing or repairing any lost or damaged equipment, building or property.
7. All trash must be removed from the library.
8. Smoking or the use of tobacco products is not allowed. Do not bring alcohol or illicit drugs onto library property.
9. The Library Director or the Board of Trustees may deny permission for the use of the library to any group that violates these regulations.
10. Complaints about groups using the library, or about these policies, may be made to the Library Director or the Board of Trustees.

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**Argyle Free Library  
Building Use  
Letter of Agreement**

**Meeting Information:**

**Group/Organization** \_\_\_\_\_

**Person Responsible** \_\_\_\_\_

**Address** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Date of Meeting** \_\_\_\_\_

**Beginning Time** \_\_\_\_\_

**Ending Time** \_\_\_\_\_

**Notes:**

**I agree to follow the rules of the Argyle Free Library as described in its policies and will take responsibility for cleaning up after use, returning furniture to its correct position and replacing or repairing lost or damaged equipment, building, or property.**

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**Signature**

**Date**

**Argyle Free Library**

**21 Sheridan Street**

**518-638-8911**