

Freedom Public Library MEETING AREA USE POLICY

Requirements

The Freedom Public Library provides space for individuals and groups to meet as part of its service. All meetings must be free, open to the public, and be limited to 45 people in attendance. If the meeting includes children under the age of 18, they must be supervised by an adult (at least one adult for every 15 minors).

No programs with a profit motive or games of chance with money prizes will be allowed. If meetings are held during library open hours, patron access to library materials must be ensured. Users of meeting spaces will be liable for the costs of damage or any additional maintenance services.

The library staff is not available to assist in setting up, carrying supplies, operating equipment, serving food, or cleaning up.

Application

Applications must be submitted through the Library website. Permission will be granted to use the meeting area on a first come, first served basis.

The person who signs the application shall be responsible for ensuring that library facilities are left neat and clean and that all doors are closed and locked and lights turned out if the Library is closed.

Granting permission for use of the library in no way constitutes endorsement of the organization using the facility by the Staff or Board of Trustees.

The library may revoke meeting area privileges at any time.

Cancellation

Cancellation notice must be received 24 hours in advance.

If the library needs to cancel a meeting due to unforeseen circumstances, every effort will be made to give as much notice as possible.

Keys

Arrangements to pick up a key to the Library for meetings happening outside of library hours can be made once an application has been approved. A key should be picked up at and returned to the circulation desk during library hours. Keys should be returned to the Library as soon as possible after the meeting has taken place.

Rules

- No smoking or alcoholic beverages are permitted in the library or on the grounds.
- No candles or lighted materials are allowed.
- No Library business, such as checking out books, may be transacted after hours.
- No library equipment, such as computers or the copier, may be used without the permission and instruction of the Library Director or staff.

Amended and Approved 4/13/2023