

USE OF LIBRARY FACILITIES

1 - Reading Garden and Library Use Guidelines and Group Responsibilities

The Mechanicsville Public Library makes its library spaces available for use by non-profit groups for non-commercial, cultural, informational, educational, intellectual, and civic purposes. Space availability is contingent on there being no conflict with library programs or meetings, which always have priority.

The Mechanicsville Public Library Board of Trustees reserves the right to determine use of the rooms, to assess fees for use of the rooms, and to cancel or reschedule all arrangements, at its discretion, with or without cause or reason, and without liability.

Each organization requesting use of the library space must complete an application before scheduling a meeting at the library. The fact that a group is permitted to meet at the Mechanicsville Public Library does not in any way constitute an endorsement of the group's policies and/or beliefs.

POLICY GUIDELINES

1. No group or organization using the library space will discriminate based on race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
2. No admission fee may be charged, contributions solicited, or dues collected.
3. No product or service may be sold, except in the case of payment for materials required for educational or group discussion use with the express permission of the Library Director.
4. The library spaces may not be used for political campaign purposes (political forums and listening posts are permitted.)
5. All publicity for meetings held in the library must carry the name of the organization sponsoring the meeting.
6. The library will not take reservations from individuals for meetings. Those reservations must be made through the sponsoring organization. The library may not be identified as the sponsor.
7. Groups may not use the name or address of the Mechanicsville Public Library as the official address or headquarters of the organization.
8. Youth organizations using the library space must always provide adult supervision.
9. The presence of library personnel or Board Member on the premises is required. Reservations are subject to staff or Board Member availability.

RESERVATIONS/SCHEDULING

1. Library or library-sponsored programs have priority over other uses of the library spaces.
2. The library spaces are available during library hours. Meetings will vacate the library premises 15 minutes prior to library closing time.

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3. Reservations must be made by an adult who will be held responsible for any damage incurred to the building or equipment and must oversee any children/minors under age 18 attending the meeting.
4. Library spaces may be reserved by telephone at (563) 432-7135 or in person between during regular business hours Monday through Friday.
5. If a meeting is cancelled, the library should be notified as far in advance of the date as possible. Any organization that is a “no show” for two scheduled meetings will have its “meeting room” privileges revoked or suspended.
6. The library provides equipment such as tables, chairs, a lectern, and portable white board. Room set-up and equipment requests must be made when the space is reserved.

USE/CARE OF THE LIBRARY SPACES

1. Groups may serve food and beverages at meetings; however, the library does not furnish equipment or supplies, i.e., coffee makers, napkins, cups, etc. Smoking and alcoholic beverages are prohibited.
2. Groups are responsible for paying for any breakage, damage to library property, or any unusual expenses incurred by the library because of the meeting.
3. The library is not responsible for security or storage of property owned by groups using the library, nor is it responsible for damage or loss of property of others.
4. No materials or property shall be moved in or attached that will damage floors, walls or woodwork.
5. Each group is responsible for setting up the space and returning it to its original arrangement. Clean tables, countertops, sink and floor as needed.

Adopted: | Reviewed: 6/25/2003, Revised: 2/3/2016 (See end of document for new revision/review dates)

3/3/2016 Policy will be reviewed as a whole going forward

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