

East Kingston Public Library Public Use Policy

The Board of Trustees of the East Kingston Public Library (EKPL) allows the use of its designated meeting area(s) by individuals, non-profit organizations and community organizations for cultural, educational, intellectual, civic, philanthropic, charitable, and recreational purposes. Any individual or group may use the designated meeting area(s) during non-business hours provided they adhere to the criteria set forth in this policy. To use the designated areas, a Public Use Application must be submitted one month in advance of the requested usage date. Usage is limited to twice per month. Exceptions to the twice per month limitation may be requested but are subject to further approval by the Library Director or Board of Trustees. Applications are available at the library or on the website eastkingstonlibrary@weebly.com.

The library does not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status. Authorization to use the library's facilities does not imply the library, its staff, or Board of Trustees endorsement of the individual(s) or organizations(s) using the facility.

Listed below are criteria governing the use of library meeting areas. Failure to comply with these criteria may result in the withdrawal of approval for future meeting area use:

- 1 – Use of designated meeting area(s) for library programs takes precedence over other uses.
- 2 – Applicant must be East Kingston resident aged 18 or over. An East Kingston resident or the library director must sponsor Non-East Kingston applicants.
- 3 – All meetings held during regular library business hours shall be open and free of charge to the public. A fee for materials may be charged for participation but not required for attendance. The meetings of private or member-restricted organizations must be held while the library is closed. The library does not govern whether these organizations assess fees to its attendees.
- 4 – Meetings held when the library is closed are subject to a fee to cover staffing. Fee is due when reserving meeting area. Any additional payment is due at the end of the meeting. Three working days are required for cancellation. Cancellation within three days of the event will forfeit the reservation fee. Non-profit local community organizations may request a fee waiver subject to approval by the Board of Trustees.
- 5 – Attendance at meetings may not exceed posted Library capacity restrictions.

6 – Individuals or groups using the facilities are required to provide proof of liability insurance. Insurance certificates must be attached to the application. Individuals or groups using the facilities shall secure any necessary performance licenses. Licenses must be attached to the application.

7 – No goods or services shall be promoted, sold, or exchanged upon the premises, or by sample, pictures, or descriptions during business hours or Library sponsored programs. Exceptions to this policy may be made at the discretion of the Board of Trustees as deemed appropriate in the interests of the library and the community. Further, the Library Director may make exceptions for seminars, lectures and programs held in cooperation with the Library, or for adult education courses sponsored by an established educational non-profit.

8 – Groups are prohibited from making statements in their advertising or meeting announcements that suggest Library sponsorship or endorsements. Groups are further required to include the following written statement in the advertising: “this program is not a Library sponsored program.” No group or organization may list the Library’s address as its mailing address or phone number as its contact unless permission to do so is received from the Library Director.

9 – Groups of children must be supervised by one adult for every six children. Parents, guardians, or caregivers attending a program in the designated meeting area(s) with children must comply with the East Kingston Public Library Child Safety and Unattended Children Policy.

10 – Groups are requested to orient their members to the exit routes available in case of an emergency.

11 – No animals except those trained to assist the disabled or that are program specific, are allowed in the building, or on the grounds, without the approval of the library director.

12 – Smoking and the use of alcoholic beverages are not permitted anywhere on the Library premises.

13 – Food and drinks are restricted to the children’s area.

14 – Request to borrow library equipment must be made on the Library Public Use Application form. Any equipment brought into the library must be approved in advance.

15 – The Library is not held responsible for the security of property owned by individual groups using the designated meeting area(s).

16 – Designated meeting area(s) must be left in a clean and orderly condition, and furnishings must be returned to their original positions. All display materials must

be removed from the premises. Affixing any items to the Library walls, windows or doors via the use of tacks, tape, glue or any other adhesive/non-adhesive material is strictly prohibited. Users of the designated meeting area(s) will be liable for the cost of repair of any damage to the facility and/or any janitorial services required. Charges will be billed to the Applicant or Applicant Sponsor.

17 - The Library does not supply consumable supplies such as paper, pens, tape, markers, etc.

18 - The Library reserves the right to close the building for safety reasons (eg. bad weather), or for unforeseen emergencies.

in process 2/16/17

Public Use Application

Date of Application: _____

Name/Applicant Sponsor: _____

Address: _____

Phone: _____ Email: _____

Organization/Group: _____ Non-Profit: Y / N

Address: _____

Phone: _____ Email: _____

Attendants (est): _____ Start time: _____ Duration: _____

Description of event/activity: _____

Will you be charging a fee for materials or supplies? Y / N

If yes, please specify: _____

Are there any library materials or equipment needed? Y / N

If yes, please specify: _____

Will you be bringing your own materials or equipment? Y / N

If yes, please specify: _____

_____ Attach proof of insurance certificate (s) and any applicable license (s).

Certification: This certifies that I have read and understood the Public-Use Policy of the East Kingston Public Library and that all applicable directives therein will be strictly followed. I have the authority to represent the organization/group listed above. I understand I will be billed for any damages to library property while this organization/group is utilizing the Library.

Date: _____ Authorized Signature: _____

For Office Use Only Approved by: _____ Date: _____

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