

FERTILE PUBLIC LIBRARY  
Library Facilities Use Policy  
2017

The Fertile Public library has no specific area for non-library (meeting/program) use of the facilities. However, patrons of the library may request permission to hold a meeting/program for educational, cultural or library related purposes. Such use of the library is encouraged.

Reservations should be made with the director at least 24 hours in advance. Additional notice is advisable to avoid conflict. Cancellation should be made as early as possible when plans are altered.

The meeting area is not to be used for retail or commercial purposes. Admission may not be charged nor contributions solicited. Exceptions may be made for educational groups holding short-term classes or discussion involving a small fee. Student groups or other groups of young people aged 18 and under must have an adult sponsor in attendance. Meetings should take place during the hours that the library is normally open, or when the director or a staff person is on the premises.

If a meeting/program is requested during non-library hours, the following shall be implemented:

1. At least one library staff must be present.
2. The facilities-use fee will be \$15 per hour of use to cover the cost of staff salaries & utilities.
3. The sponsor must pay any other costs incurred by the library.
4. The library director shall have final approval if/when the library is used after hours.
5. All other sections of this policy are in force.

For non-profit organizations using the facilities during non-library hours, the above requirements can be waived at the discretion of the library director and/or Board.

Coffee and tea may be prepared in the staff room and the library's coffee pot is available. Other food should be prepared elsewhere. Beverages and finger foods may be served in the library. Alcohol is not permitted. Smoking is not permitted. The party making the reservation is responsible for clean-up following use and will be held liable for any damages.

Library needs will take priority in determining use of the facility. Final reviews are made by the Board at the request of the director.      Adopted 10-15-17