

## **Baraboo Public Library Facilities Policy**

The Baraboo Public Library offers meeting and programming space in order to fulfill a recognized need within the community and to acquaint more people with the service and resources of the library. The program room and other facilities are primarily designated for library programs, but may be used for community events when not being used for library purposes. The following policy has been established for the use of library facilities. It will be reviewed and revised as conditions warrant.

### **Who may use**

- Library or library-related groups, cultural, educational, civic, professional, political, religious, and other non-profit groups or organizations
- An adult representative of the user group must complete a Facilities Use Application and agree to the terms of this policy.

### **How often**

- With the exception of library-sponsored or co-sponsored activities, no group may use library facilities more than six times per year.

### **Prohibited uses**

- Activities that interfere with normal library use by other patrons or staff are prohibited.
- Sale, advertising, or promotion of a product with the exception of library-sponsored events.

### **When**

- Library facilities may only be used during regular library hours.
- Facilities must be vacated 15 minutes prior to library closing time.

### **Fee**

- No fee is charged for the use of library facilities.

### **Food service**

- Light refreshments may be served.
- Alcoholic beverages and other controlled substances are prohibited.

**Set-up/Clean-up**

- The user is responsible for set-up and clean-up, garbage disposal, and restoring the facility to the order in which it was found.

**Equipment**

- Audiovisual equipment must be provided, set-up and operated by the user.

**General provisions**

- Use of library facilities does not constitute endorsement by the Baraboo Public Library Board of Trustees.
- No smoking is allowed in the library.
- Children under 16 must be supervised by an adult.
- User is responsible for any damage to library property.
- Baraboo Public Library is not responsible for any lost or stolen articles.
- Violators of this policy may be denied further use of library facilities.
- Baraboo Public Library Board of Trustees, and the Library Director, acting on their behalf, reserves the right to reject any application that does not meet the guidelines set forth herein.

Adopted by the Baraboo Public Library Board of Trustees on October 16, 2012