

Johnson Public Library
Policy Statement for Public Use of the Library

I. Purpose Statement

The Johnson Public Library is available for public use. The library is available to organizations engaged in educational, cultural, intellectual or charitable activities.

II. Availability and Application for Use

A. The Johnson Public Library reserves the right to host library sponsored events in the library facility. All other groups and organizations will be booked on a first come first served basis according to the date the application is received.

B. Except for library-sponsored programs, groups shall be limited to no more than 12 regular meetings per year. Special exceptions can be made with permission from the Library Trustees and/or Library Director.

C. Use of the library by any group, organization, or individual does not in any way constitute an endorsement of the group's policies or beliefs by the Library or Town.

D. Written application for each date must be signed and returned to the library for approval at least two weeks prior to the requested date. Application may be obtained through mail, e-mail, or at the library during library hours.

E. Use of the library space that takes place while the library is closed will require the use of a key to the building. Access to the key must be obtained during library hours and returned on the circulation desk at the end of the meeting, unless other arrangements have been made.

F. Use of Library equipment, such as projector, screen, and DVD player is allowed only with prior permission and training for proper use.

G. No fee will be charged for use by civic, community, cultural, educational and other non-profit, non-commercial purposes. For profit organizations or individuals may be charged (on a case by case basis) for the use of the library facility, subject to permission from the Library Trustees and/or Library Director.

III. General Rules and Limitations

A. Use of the meeting space is limited to the main floor. Special exceptions can be made for the use of the Activities Room downstairs with permission from the Library Trustees and/or Library Director.

B. Organizations are responsible for leaving the space as it was upon arrival and should: turn off lights, place chairs and tables in original positions, close windows, turn heat to 62 degrees, turn off fans and air conditioner, replace equipment, etc. (see close up checklist)

- C. Any trash generated during use of the meeting space must be removed.
- D. Each organization is responsible for any costs arising from damages or loss during use of the library facility.
- E. The library assumes no responsibility for personal belongings of persons attending meetings, or individuals, groups and organizations using the meeting room.
- F. Groups must provide all their own materials, such as paper, pens, art supplies etc. Use of library materials is not permitted. Groups may not store materials at the library.
- G. Materials shall not be affixed to the walls.
- H. Groups may not charge admission, however groups may restrict meetings to their own members and take normal collections or dues from its members. Fees to cover actual costs of materials used during a meeting may be charged, i.e. craft supplies.
- I. No buying or selling of products or services is permitted except in support of the library or in library sponsored programs.
- J. Alcoholic beverages are not permitted anywhere on library property.
- K. Smoking, vaping and open flames are not permitted anywhere on library property.
- L. Refreshments may be served with permission of the Library Trustees and/or Library Director. Each group must provide its own supplies such as: napkins, cups, paper towels, etc.
- M. The telephone may be used in emergencies for local calls only.
- N. Groups using the Library are responsible for proper supervision and for assuring that the event does not disrupt library services.
- O. Exceptions to these rules may be enacted at the discretion of the Library Trustees and/or the Library Director.
- P. Failure to comply with this policy may result in revocation, or restrictions of use of the space.
- Q. Groups and organizations must renew their application on an annual basis.
- R. The library reserves the right to cancel this agreement at anytime.

Adopted Date: 03/04/2020

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