

Mount Pleasant Public Library: Use of Library Facilities Policy

The Mount Pleasant Library exists for the benefit of the community, all members of which have equal access to its resources and facilities. Any person, group, or organization may apply to use the Library's meeting rooms for informational, educational, cultural, recreational, and civic programs. All events held in the Library must be free and open to the public.

Library meeting rooms are considered designated public forums. The Library does not evaluate or exclude any group on the basis of the subject matter to be discussed or ideas the group may advocate. However, a group's use of the facilities or its actions during a meeting may not harass or disrupt other Library users. Use of Library facilities is subject to the Library's Code of Conduct and its policies regarding acceptable behavior.

Permission to use the meeting rooms does not constitute Library endorsement of the policies, beliefs, or goals of the program sponsor; nor should advertising or publicity imply any such endorsement or sponsorship. The Library may not be used as a mailing address or regular meeting place, other than for the Friends of the Mount Pleasant Public Library.

In scheduling requests, priority in the use of facilities is given to:

1. The Library's own programs and events
2. The Friends of the Mount Pleasant Public Library
3. Not-for-profit organizations based in the Library District
4. Similar non-profit organizations based outside the Library District
5. Commercial organizations or individuals presenting free informational programs.

Persons, groups, or organizations who wish to meet in the Library more than four times a year must obtain prior permission from the Library Board of Trustees.

Users of Library facilities may not charge admission or solicit donations without written permission of the Board of Trustees. The Board will consider applications only from not-for-profit organizations, and only for the purpose of defraying the expenses of the program. Dues or contributions may not be collected on Library premises, except for the benefit of the Library. Artists, authors, musicians, filmmakers, and others may sell their work in conjunction with exhibits, concerts, and lectures, subject to the conditions of the relevant Agreement and Release Forms.

MPPL: Regulations for Community Use of Facilities Policy

Works of art or other objects may be displayed in connection with an event, with permission from the Library and subject to its discretion. Postings on the Library's Bulletin Board are subject to its Use of the Bulletin Board policy.

FACILITIES

The Library has two meeting rooms:

- Community Room and exhibition space (maximum capacity 200)
- Conference /Activity Room (maximum capacity, as posted)

Smoking is not permitted in the building. Alcoholic beverages may not be served, except at functions run by the Library for its sole benefit.

Facilities are available during Library hours. Activities must conclude 15 minutes before the Library's scheduled closing.

Users of the community room or conference/activity room may also use the kitchen for the preparation of coffee and tea and simple cold refreshments. The kitchen is not available during employee mealtimes from 11:30 am to 2:00 pm and from 4:30 to 7:00 pm.

Groups presenting audiovisual programs may provide and operate their own equipment, or may use the Library equipment, upon application. The Library will arrange for set up and removal of its equipment and furniture, but Library staff members are not available as equipment operators. The program sponsor shall be liable for any damage that results from improper use of Library equipment or facilities.

The Library's parking lot has a limited capacity. The Library reserves the right to revoke permission to use its facilities to any group whose members repeatedly fill up the parking lot, thereby restricting the Library's ability to provide service to its users. Responsibility for ensuring equitable use of the parking lot lies with the organizers.

APPLICATION FOR USE

Application for use of the facilities shall be made by completing the appropriate application form, no earlier than one year and no later than thirty days in advance. Signing the form binds the user to acceptance of full responsibility for compliance with the rules and regulations and includes the signing of a release absolving the Library and its Board of Trustees of financial responsibility in the event of damage or injury.

MPPL: Regulations for Community Use of Facilities Policy

All fees for use of the rooms must be paid at least thirty days prior to use. Fees will be refunded if the applicant gives written notice of the program cancelation at least one week before the scheduled event. In the event that the Library makes an unscheduled or emergency closing, all scheduled programs will automatically be canceled, and fees will be refunded or programs rescheduled.

At events where facilities are for the use of minors, the application must be signed by an adult 21 years of age or older, who shall assume full responsibility and be present during the entire program. It is the responsibility of the Applicant to ensure adequate supervision of minors during the program.

LIABILITY AND RESPONSIBILITY

The person, group, or organization (hereafter "Applicant") sponsoring an event shall reimburse the Library for deliberate or accidental damage done to Library property or exhibits during their occupancy. The Library Director may require the Applicant to furnish a Certificate of Insurance to the Director at least one week in advance.

The Library shall not be responsible for damage to any material brought into the Library or for loss of any such materials by theft, vandalism, or otherwise. The Library shall not be liable for any injury or damage to persons or property. The Library will not store equipment belonging to Applicant.

Objects and artwork on display in the Library may not be moved or disturbed.

The Applicant must have the legal right to perform or display publicly the artistic materials to be used in the Library and shall hold the Library harmless against any claim that the display or performance violated the rights or interests of any person.

The Applicant shall announce the location of Fire Exits prior to the beginning of the program.

The Applicant is responsible for cleaning up after use, including kitchen clean up and bagging of trash and garbage. The facilities shall be restored to their original condition.

Approved by the Library Board of Trustees, May 19, 1994

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