

Platt Memorial Library Building Use Policy

Adopted March, 2012

Our Mission

The Platt Memorial Library will provide services and materials that are conducive to literacy and lifelong learning of Shoreham residents. The form and content of the Library's collection and the programs it offers will be flexible and responsive to patrons. The library will offer the community a warm and welcoming environment in which to meet, learn and grow together.

Vision Statement

As a community library, our focus is on providing a broad array of resources and materials, as well as a friendly and comfortable atmosphere to draw community members together.

Building Use Policy

In accordance with our mission and vision statement, the meeting areas at the Platt Memorial Library are available free of charge to nonprofit and noncommercial groups and organizations for meetings and activities of an educational, cultural, intellectual, and/or charitable nature. No buying, selling, trading of products or services will be allowed except those in support of the Library. Programs and meetings conducted at the Library may not be used to promote any private commercial interests or products.

All meetings must be free of charge and open to the public; therefore, no public meetings can be held in the basement area as it is not handicap accessible.

Library program will take precedence over all other scheduled meeting room events. The Library reserves the right to change or to cancel meeting room reservations when necessary. The Librarian will endeavor to communicate any changes or cancellations with as much notice as possible.

The Library does not advocate or endorse the viewpoints of meetings or program room users.

1. To reserve a room: call or stop by the Library to find out if the room is available. In advance of the meeting, the official representative of the organization must sign the Library Acceptance or Responsibility form/application. The official representative of the organization must be 21 years of age. This document certifies that all attendees will follow all meeting room regulations, including:
 - a. Limiting the number of people occupying the library to 30 and,
 - b. To accept full responsibility for any infraction of the regulations and any damage to library property incurred in connection with the proposed meeting. (See below).
2. The Library is reserved on a first come, first served basis. The Librarian and staff shall keep the room reservation calendar and file.
3. The Library must be reserved with a Library staff member in advance, at which time the Acceptance of Responsibility form will be signed and arrangements will be made to pick up and return the key. The use of the library is at the discretion of the Librarian, or the senior-most staff person working at the time of the reservation.
4. Key- The library Key is made available for group meetings when the Library is closed.

A refundable security deposit of \$25.00 is required for anyone borrowing the Library key. The group representative will sign out the key one to three days before the meeting is scheduled. The key must be returned to the library no later than 24 hours after the meeting.

5. The library is designed so that different areas may be used to meet in: either the new addition or the Vermont Room are available for meetings.
6. Series of Meetings - Applications for series of meetings in the next calendar year will be taken on a rolling basis (Application for a single meeting will not be taken more than 12 months in advance of the meeting date.) Depending on interest, in order to serve as many groups as possible, use of the meeting space by any one group may be limited to twice a month.
7. Only one form needs to be filled out for a series of meetings, but arrangements must be made to pick up the key with a deposit and return the key within 24 hours for each meeting.
8. Publicity - Any publicity prepared by an organization about its meeting must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
9. At least one person, 21 years of age or older must be present.
10. Room capacity: Vermont Room: 10 people; New Addition: 30
11. Smoking, alcoholic beverages, and open flames are prohibited.
12. Refreshments are permitted. However, the Library does not provide coffeepots, cookware, or paper products. The microwave and sink may be used by groups. Clean-up is the responsibility of the group. Failure to do so may result in loss of privileges.
13. The person signing the application is responsible for any and all damage, and maintenance, including regular cleaning, after the use of the space. The Library will be left in the same condition it was at the beginning of the meeting.
14. Services - The Library does not provide any office service or equipment except as available to regular patron use.
15. The Platt Memorial Library Board Trustees and the Shoreham Selectboard are not responsible for accident, injury, or loss of individual property while the room is in use.

Please, read this information and share it with the members of your group.

Acceptance of Responsibility

Platt Memorial Library Use Policy and Procedures

279 Main St
Shoreham, Vermont 05770
897-2647

Today's date _____

Representative of the Organization _____

Name of the Organization _____

Address _____

Phone _____ Email _____

Days and Dates of Meetings

Purpose of the Meeting(s) _____

Number of people expected to attend _____

Key Deposit date _____ (\$25.00) (if meeting starts when Library is closed)

The undersigned agrees to protect the Library Building and its contents during the duration of the meeting. The undersigned is liable for damages to the same building that may occur during the use of the facility and agrees to replace any and all damaged items. The undersigned has read the Building Use Policy of the Platt Memorial Library and agrees to abide by all rules and guidelines set forth in the policy. The Library is a smoke, alcohol, and drug-free building. The undersigned agrees to return the library key to the staff at the Platt Memorial Library no later than 24 hours after the meeting or to leave the key in the envelope on the Librarian's desk at the close of the meeting. A new form is to be filled out for each calendar year.

Group Representative Signature

Date

Signature/approval

Date

Librarian