

# Blue Hill Library Building Use Policy

**Requesting a room reservation at the Blue Hill Library?** Please read through this policy carefully. It describes what we expect of you, and what you can in turn expect from the library. If you agree to comply by these rules, click the link at the end of this page to be taken to our reservation system.

**Permitted uses:** Meeting room access is granted on an equal basis to all regardless of doctrine. In general, meetings that do not interfere with normal library business are permitted. Library sponsorship of, or permission to hold, any meeting, presentation or other use of any facility does not mean that the library supports, endorses, or advocates any view expressed therein. Reservations will not be granted to groups of fewer than **6** individuals for the Roland Howard Room (second floor) and **3** individuals for the Elvira Bass Room (basement), however, informal, open-door use of the Howard Room is fine anytime that a meeting is not scheduled. The Blue Hill Library will not normally allow revenue-generating activities hosted by for-profit entities on the premises.

**Fee:** While there is no fee for use of the library please be aware that the library does incur additional heating and energy expense plus some additional custodial requirements. ***If you are able, please consider a tax-deductible donation to help defray these costs.***

**After-hours usage deposit:** A valid credit card number is required for borrowing a key and to ensure that the library is left clean and in good order. A lost key will result in a charge of \$25. Cleaning, if required, will be billed at \$35 per hour.

**Publicity:** Any individual or community group that uses the library for any event must clearly state who is sponsoring the event in all publicity materials. For example, any press release, announcement or poster should clearly state *"This event is sponsored by (Name of Individual or organization)"*. In no case will the library's logo be used in any publicity materials for community-sponsored events.

**Food:** may be consumed, only in the **Howard Room** and **Britton Art Gallery**, if the sponsoring group thoroughly cleans up and disposes of trash. Alcoholic beverages may be served on library premises only with advanced permission from the Library Director and with proof of liability insurance when the beverages will be served. Smoking is not permitted anywhere on library grounds. The library has a kitchen that is generally available for use *except* from 12:00-3:00 on any business day. **No food may be consumed in the Elvira Bass Meeting & Archive Room.**

**Set up & Clean up:** Please be sure to return the area to the condition in which you found it including table and chair configuration. A vacuum and cleaning supplies are available in the main floor lobby closet. You are responsible to pay for any clean-up or damages to the facility.

**Security:** The person requesting the use of the library's space is personally responsible for all damage, theft or vandalism that may occur to the library during the event(s).

Important: please note at any time the library is closed you *must*:

a) Make sure all entrances are locked within 20 minutes from the start of the event, or b) station a greeter in the lobby of the main floor at all times. *Do not* leave the library entrances unlocked and unattended. Questions? Call us at 207-374-5515.