

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. The Blue Hill Library does not allow revenue-generating activities hosted by individuals and for-profit entities on the premises.

Elvira Bass Room: The Bass Room (basement) can be reserved for parties from 1 to 12 people during library hours. In order to keep this shared resource available to as many as possible, it may be reserved for up to 5 hours weekly per individual or organization.

Roland Howard Room: may be reserved for meetings of at least 6 individuals. Informal, open-door use of the Howard Room is welcome anytime during business hours when a meeting is not scheduled.

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 for meeting room use. *Please consider a tax-deductible donation to help defray these costs.*

After-hours usage deposit: A valid library card 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 \$45 per hour.

Publicity: Any individual or community group that uses the library for a public event must clearly state who is sponsoring the event in all publicity materials. 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 in the meeting rooms only if the sponsoring group thoroughly cleans up and disposes of all 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.

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 responsible for all damage, theft or vandalism that may occur to the library during the event(s).