



Brunswick Community Library

FACILITIES USE POLICY

Policy

Space in the Brunswick Community Library is available by reservation for programs and meetings during the days and times that the Library is open to the general public. Events sponsored by the Library are given preference. Reservations for use of study and program rooms may also be made by outside groups and individuals. All meetings that take place during library hours of operation must be open to the general public. Profit making organizations sponsoring an educational program of a non-profit nature may be permitted use of the facilities.

Private programs or events can take place outside of library hours with approval of the director.

Usage of the outside sign must be reviewed and approved by the director. Requests for messages from Community Partners will be considered, but ultimately will be decided by the director.

Procedure

Reservations are taken on a first come, first served basis and a walk in basis. Reservations for the Study Room and Program Room may be made by speaking with the director or staff in person, phone or email.

If no other patron has requested the room, the user may remain in the room for a longer period of time.

If a patron is on the computer and wishes for privacy or quiet computer time, they are allowed to go into the study room with the library laptop for the allotted hour.

The library is a breast feeding friendly establishment and offers up the Study Room, Program Room, Staff Room and Director's Office, should the patron request privacy and no other space is available.

For larger events that will require use of the Program Room, requests must be made directly to the director by phone, email or in person so that the event can be scheduled.

Restrictions

1. Advertising for programs held in the Library by outside groups must be reviewed by the Director prior to distribution.
2. The Library Director is authorized to deny use of the facilities for due cause to any group that has been disorderly or objectionable in the past. Such cause may be destruction of Library

property, disturbance of patrons, or any illegal, disruptive, or objectionable conduct on the Library premises.

3. Smoking is forbidden.
4. Firearms are forbidden.
5. Alcoholic beverages are also forbidden unless in use for a library event or program i.e wine tasting class, staff/board holiday party, adult book club other director pre-approved programs.
6. The Library will not be responsible for equipment or personal articles belonging to groups or individuals using the Library.
7. Programs that involve the use of materials, e.g., paint or clay, which may result in damage to Library property, require approval from the Director prior to the event.
8. Permission to use the entire facility after hours ultimately rests with the Director and the Board of Trustees.