

The facilities of the Bridgton Public Library are intended for the use of the Library and for library-related activities. Community groups, agencies, and organizations may use the facilities when the space is not already in use by the Library.

Use of Library facilities must be arranged in advance with the Library Director. In order to accommodate as many groups as possible, premises may not be reserved more than 60 days in advance. Request for Use of Library Facilities forms are available at the Adult Circulation Desk. The person signing the form must be present at the event and will be responsible for any damages or expenses incurred. Set-up and clean-up time must be included in the requested time. No tobacco products or alcoholic beverages are allowed on Library property.

Events must be open to all, consistent with the Library’s mission. Sales, admission fees, or solicitations are not allowed, except for Library fundraising events. Groups using Library facilities may not disrupt the normal functions of the Library.

Any Library materials to be used must be obtained through regular circulation procedures. Library equipment (computers, slide projector, digital projector, etc.) may be loaned only with prior arrangement. Each group will be required to return Library equipment and premises - including kitchen facilities and arrangement of tables and chairs – to their original condition before leaving. Cleaning and restoration costs may be charged.

A member of the Library Staff, Board of Trustees, or other individual designated by the Library Director must be on hand during all functions that take place during closed hours. An adult leader must be present and responsible at all times for the supervision of children under age eighteen using Library premises. The Library is not liable for injuries, damages, or loss of property belonging to individuals or groups using Bridgton Library’s facilities.

The Bridgton Public Library does not charge a fee for the use of any of its facilities. A donation by the user is always appreciated.

The Board of Trustees reserves the right to cancel or suspend any group’s permission to use Library facilities if this policy is violated.

I have read and agree to the Bridgton Public Library Facilities Use Policy

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**Request for Use of Library Facilities**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone: home \_\_\_\_\_ cell: \_\_\_\_\_ email: \_\_\_\_\_

\_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Needed: From \_\_\_\_\_ to \_\_\_\_\_

Area of the Library Requested: \_\_\_\_\_

Type of Use: \_\_\_\_\_ Number of People Expected: \_\_\_\_\_

Description of Event

\_\_\_\_\_

\_\_\_\_\_

When you leave, please inspect the space used for litter or damage. Please clean up and leave the space in its original condition, including arrangement of tables and chairs. Please make sure all windows are closed and lights are off. You and your organization will be held responsible for any and all damages to library facilities that occur during your use of the Library.

\_\_\_\_\_  
**Signature of Contact Person**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Library Director**

\_\_\_\_\_  
**Date**