

Bridgton Public Library

FACILITIES USE POLICY

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

2. **Use of BPL.**

a. 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. The attached "Request for Use of Library Facilities" form is available at the Circulation Desk.

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

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

d. A member of the BPL staff, Board of Trustees (the Board), 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 18. BPL is not liable for injuries, damages or loss of property belonging to individuals or groups using BPL facilities.

3. **Fees.** BPL does not charge for the use of any of its facilities. A donation by the user is always appreciated.

4. **Right to Cancel.** The Board reserves the right to cancel or suspend any group's permission to use BPL facilities if the requirements of this policy are violated.

REQUEST FOR USE OF BRIDGTON PUBLIC LIBRARY FACILITIES

Date: _____ . 202__

Name of Organization: _____

Address of Organization: _____

Name of Contact Person: _____

Telephone Number: Home_____ **Cell:** _____

E-Mail Address: _____

Date Requested: _____ 202__

Time Needed: From_____ **to** _____

Area of 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 damage to Library facilities that occur during your use of the Library.

Signature of Contact Person

Date