

## **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, organizations and individuals may use the facilities when the space is not already in use by the BPL.
2. **Use of BPL.**
  - a. Facilities must be arranged for not more than 60 days in advance of the event. The attached "Request for Use of Library Facilities" form is available at the Circulation Desk.
  - b. BPL's mission requires events to be open to all.
  - c. Sales, admission fees, or solicitations are not allowed at non-library events.
  - d. Groups using BPL facilities may not disrupt the normal functions of the Library.
  - e. BPL equipment (computers, digital projector, etc.) may be loaned with prior arrangement and are available through regular circulation procedures
  - d. 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 position/condition before leaving. Cleaning and restoration costs may be charged as determined by the Library Director.
  - e. A member of the BPL staff, Board of Trustees (the Board), or other individual designated by the Library Director must be in the building during all functions that take place during closed hours.
  - f. An adult must be present and responsible for supervision of children under age 18.
  - g. BPL is not liable for injuries, damages or loss of property belonging to individuals or groups using the 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.

Approved by the Board of Trustees: (5/19/2020)

Revision approved:: 12-21-2021

**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**

