

Hamilton Public Library Program Room Policy

The Program Room of the Hamilton Public Library is to be used for programs and/or meetings with priority given in the following order:

- 1. Library sponsored.**
- 2. Hamilton Village government related.**
- 3. Meetings of local non-profit organizations.**

All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, any and all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner.

The Hamilton Public Library Board of Trustees reserves the right to review and approve any and all requests for Program Room use.

Reviewed and approved by the Hamilton Public Library Board of Trustees, 1/6/2010

Hamilton Public Library Code of Conduct & Agreement for Room Use

Room use does not constitute library endorsement. Groups are responsible for their own publicizing of events.

No group may acquire permanent rights to library room use. The library reserves the right to limit room use by any group, in an effort to equitably accommodate the many requests for these spaces.

An adult must be in charge of all activities in the room and be present and responsible at all times. Group members are responsible for the supervision of any accompanying children.

Fundraising or sale of items, goods, or services is prohibited.

Groups using the room are responsible for room set-up according to their needs, and are expected to return the room to the original condition, including returning all furnishings and moveable items to their storage areas in the room at the close of the program.

Groups using library audiovisual equipment are responsible for ensuring its proper handling and usage, and correctly storing it as found. Prior experience or training with these materials is strongly recommended, as library staff is not available for technical assistance during non-library sponsored programs. For more information about these resources and learning how to use them, please contact the library's Digital Services & Outreach Coordinator in advance.

Visiting groups may not adjust the thermostats or air conditioning units, as they have purposely been pre-set by library staff to maintain these spaces within our allowable budget.

Smoking and use of alcohol are not permitted in the building or on the grounds.

Minimal kitchenette facilities are available, including a coffee maker. Groups wishing to serve refreshments and other beverages are responsible for bring their own paper products or other supplies with them.

At the end of the program, any and all items brought in by the group should be removed from the room and the refreshment area cleaned and left in an orderly manner.

Restrooms are available off of the rear library hallway. Visiting groups are expected to help maintain the cleanliness and proper working order of these facilities.

In an effort to help maintain the library facilities and provide statistics we are required to report annually, groups must complete and return a **Room Use Checklist** each time the room is used. Additional copies of the checklist are available at the circulation desk and above the sink in the Community Room.

Groups meeting outside library hours are responsible for signing out a room key while the library is open, securely locking the building after the program, and returning the key promptly as specified on the **Room Use Checklist**. In an effort to maintain the security and energy efficiency of our facilities, external doors may not be left propped open and internal doors should be closed during programs and meetings.

In the event of an emergency, please notify library staff immediately either at the circulation desk or by calling the emergency numbers listed above the sink in the community room if the library is closed.