

Facility Use Policy

PURPOSE

The Chesterfield Public Library welcomes the use of its facilities for civic, cultural, educational and philanthropic purposes of a non-profit, non-commercial nature having a connection to the Chesterfield community. The Chesterfield Library Board of Trustees and the Library Director consider it a responsibility of the library to provide the widest and least restrictive forum for the library's use. The library will be guided by this responsibility in allocating the use of its facilities.

Persons and groups are welcome to use library space regardless of beliefs or affiliations in accordance with Article VI of the Library Bill of Rights. Use of Library space does not constitute Library sponsorship and/or endorsement.

INTENDED USES

Authority for approval or denial of requests for the scheduled use of the Library or display areas lies with the Library Director. Appeals may be made to the Board should any applicant be dissatisfied with the Library Director's decision

Priority for library facilities will be as follows:

1. Library and library-sponsored programs.
2. Organizations supporting the library, e.g. Board of Library Trustees, Friends of the Library, Library Endowment Foundation.
3. Town departmental business
4. Local nonprofit educational, cultural, civic, or social organizations and groups and individuals,
5. Chesterfield for-profit groups.
6. All others.

The Library Director shall have the right to cancel, reschedule or transfer library meeting areas and dates that conflict with Library sponsored programs and will give as much notice as possible.

In an effort to make the spaces available to as many different groups and individuals in the community as possible, the Library may limit the number of times a group or individual may

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The Chesterfield Library reserves the right to revoke or refuse permission to use a space if the nature of the scheduled activity is deemed to be physically inappropriate for the character of the room, disturb library patrons in the customary use of library facilities, impede staff in the performance of their duties or be disruptive to regular library functions.

Use of the facility after operating hours may be arranged at the discretion of the Library Director or the Library Board of Trustees and must be made at least two weeks in advance.

MATERIALS AND EQUIPMENT

Unless there are special arrangements made to the contrary, the Library will not accept the responsibility for storing materials owned by the booking organizations between meetings.

The presenter, not the Library, is responsible for obtaining all rights regarding copying, performance, displays or distribution of materials for the event. In the case of displays and performances, the Library Director in conjunction with the Library Board of Trustees, may ask the artist/performer to sign an MOU (Memorandum of Understanding).

The Library has limited audio-visual equipment that may be borrowed after training from the staff.

Users are requested to bring their own easels, office equipment, laptops and supplies.

REFRESHMENTS

Food and covered non-alcoholic drinks are allowed

Smoking is prohibited.

CUSTODIAL SERVICES

There are no custodial services provided in connection with the use of the library. The library staff provides no furniture moving or hospitality services. The group or individual using the facility shall be responsible for topical cleaning of the room immediately after the use and the removal of all trash and leftover food.

SAFETY AND FIRE

No lit candles or other open flame is permitted.

Exits must be kept unblocked at all times.

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If, in the opinion of the Library Board of Trustees or the Library Director the presence of a police officer is advisable, the group using the facility must hire one of Chesterfield's officers at its own expense.