



Clinton Community Library

LIBRARY USE POLICY

This policy governs the use of the Clinton Community Library.

1. Approval for use of the facilities must be secured in advance with the Library Director or President of the Board of Trustees.
2. Reservations should be made with the Library Director.
3. Use of the Library is limited to non-profit activity, activities which benefit the Library or other activities consistent with the Library mission and vision.
4. In general, there is no charge for use of the Library. However, any additional staff time needed to support the event may be recovered from the group holding the event.
5. Permission to use the Library does not in any way constitute an endorsement of the group or its programs.
6. When use is permitted, the following rules apply:
 - a. The activity is restricted to the area for which permission is given
 - b. The activity may not extend beyond the hours approved in the request
 - c. The person in charge of the activity will be present throughout the activity
 - d. No Library property may be altered or removed from the premises
 - e. The organization using the Library may be required to furnish public liability and property damage insurance in the amount of \$500,000. Whether or not insurance is required, the person making the reservation is responsible to pay any damages to Library equipment, furniture, or facilities during the event.
 - f. The person making the reservation agrees to indemnify and hold harmless the Library and all its trustees, employees, and agents from any and all claims, demands, suits, and causes of action or judgments, any person may have as a result of any damages suffered while utilizing the Library.
 - g. The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any group or individual attending an event.
 - h. Refreshments may be served if provided by the group.
 - i. The group using the Library is responsible for leaving it neat, clean and in an orderly condition. Any offense may result in denied access for future group or individual events.
 - j. Users of the Library must abide by all local, state, and federal laws, ordinances, and regulations, including occupancy limits.
 - k. Any violation of these rules and regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the Library.

Approved by the Clinton Community Library Board of Trustees on March 9, 2015.

Reviewed by the Clinton Community Library Board of Trustees on November 8, 2021