

## **ADAMS COUNTY PUBLIC LIBRARY**

### **SECTION 4.400 – FACILITY AND EQUIPMENT USAGE** (adopted 10/11/00)(revised 10/11/17)

#### **BUILDING USE POLICY**

The Adams County Public Library does not provide meeting room facilities for large or small group meetings, with the exception of the Peebles location (see policy section 4.420 Peebles Community Meeting Room). It shall therefore be the policy of the Adams County Public Library Board of Trustees that library facilities shall not be used for meetings by any community groups other than the following exceptions:

1. The individual libraries may schedule library programs for the general public or library programs and activities of a specialized nature for such groups as children. Library activities shall include meetings of library support groups which have been duly recognized by the library board.
2. Recognized library support groups include the Manchester Woman's Club, the Manchester Friends of the Library, the North Adams Friends of the Library, the Peebles Magazine Club, and the West Union Friends of the Library. These support groups may use library facilities without charge.
3. The North Adams Friends of the Library may use the library on a monthly basis provided that such meetings are held during library hours. If such meetings extend beyond library hours, a library employee shall be in attendance and paid for that time.
4. At the Manchester facility, use by the Manchester Woman's Club and the Manchester Friends of the Library on a monthly basis shall be permitted provided that such meetings are held during library hours. If such meetings extend beyond library hours, a library employee shall be in attendance and paid for that time.
5. At the Peebles facility, use by the Peebles Magazine Club on a monthly basis shall be permitted provided that such meetings are held during library hours. If such meetings extend beyond library hours, a library employee shall be in attendance and paid for that time.
6. At the West Union facility, use by the West Union Friends of the Library on a monthly basis shall be permitted provided that such meetings are held during library hours. If such meetings should extend beyond library hours, a library employee shall be in attendance and paid for that time.

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### **SECTION 4.40 – FACILITY AND EQUIPMENT USAGE ... CONT'D**

Any group that uses any of the library facilities under the exceptions of this policy shall abide by all established rules and regulations of building use, including no smoking and no alcoholic beverages.

The organizations permitted to use the library facilities shall be responsible for any damage or breakage of the premises or its contents by members or guests of the group.

The library board and/or library staff will not be responsible for loss or damage to any property belonging to the organizations or its members brought to the building for use during the meeting.