

# CHARLOTTE HOBBS MEMORIAL LIBRARY

## Building Use Policy

### PURPOSE

The Charlotte Hobbs Memorial Library (CHML), as part of its mission to bring people together, offers its facility for external groups and organizations to hold meetings, gatherings, and other events. The CHML, including all interior and exterior spaces, shall be free of smoke, drugs, weapons, and alcohol unless written permission is granted from the Board of Trustees.

### DEFINITIONS

**Director** - The salaried employee hired by the Board as Library Director to manage and promote the CHML, or Acting Library Director if the position of Library Director is vacant.

**CHML Facility/Facilities** - References to CHML Facilities include the any spaces within the building, the property, and any equipment either within the building or on the property.

### POLICY

1. Persons or groups using the facilities of the CHML shall:
  - a. Limit their use to areas for which written permission has been obtained.
  - b. Set up rooms for their meetings.
  - c. Provide their own supplies.
  - d. Leave the facility clean and returned to the condition in which it was found prior to the event. This includes returning furniture to its original position, removing decorations, signs, posters and trash.
  - e. Pay for a professional cleaning service if any additional cleaning is required.
  - f. Limit attendance to no more than the CHML's maximum occupancy.
  - g. Be trained and follow any CHML access procedures if library staff are not present at the event.
  - h. Reimburse the CHML to cover any damage or loss incurred during the time of facility's use.
  - i. Use audiovisual equipment belonging to CHML only after being trained in its use by the CHML staff.
2. The Director or staff have the right to ask any group or member of a group to leave the premises immediately without recompense, if found to be in violation of this policy or causing a disturbance to other patrons.

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3. The CHML requires a donation from for-profit or business groups and individuals using the facility, to help defray the costs of heat, power, janitorial, after-hours library staff supervision, and other expenses. The amount of this donation is determined prior to use by the Director in consultation with the Board of Trustees, taking into consideration: scheduling, number of participants, length of event, frequency of requested use and benefit to the community. Also, at the discretion of the Director and in consultation with the Board of Trustees, a voluntary donation may be requested from non-profit and community groups using the facility.
4. Playgrounds around the CHML are not the library's property and not part of this policy.
5. Use of the CHML facility does not constitute CHML endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsements are not permitted.
6. The CHML programs will take precedence in scheduling over all other programs, meetings, and event requests.
7. Groups or individuals using the CHML facility must sign the Building Use Agreement Form that accompanies this Policy.
8. Building Keys. To control access to the CHML and maintain building security, the Director is responsible for controlling access to building keys.
  - a. The CHML has a set of numbered keys, all stamped "do not duplicate." The Director shall determine the number of keys and will maintain a permanent log showing who has each key at all times.
  - b. Keys shall be distributed as follows:
    - i. the Director, CHML employees, the president of the CHML Board of Trustees, and any other individual whom the Director, Board, or president determine need access to the Library outside of normal business hours; and
    - ii. any person or organization hosting an event in the Facility outside of the CHML's normal business hours.
  - c. Key Log. The Director shall maintain a log that records for each building key the date and to whom when the key was issued, and when the key was returned.
    - i. For one-time events, this key will be signed out by the event host as close to (where possible, on) the day of the event, and signed back in by the host the next library day.
    - ii. When an event is approved to meet over an extended period (e.g. a number of weeks or months), the host may sign out a key for the event's duration, provided the host updates the key log with their signature and date every three months. Hosts of extended events shall not, under any circumstances, give this key to anyone else, and must sign the key back in when the extended event is finished.

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- iii. Hosts of events who require a key must have an approved a " Building Use Agreement" before they may sign out a key.
- d. Key Deposits.
  - i. Individuals and organizations who need a key for building access outside of library hours, must leave a refundable \$10 deposit in order to check out a key. Anyone who loses or otherwise fails to return a key will forfeit their key deposit. The key deposit may be waived at the discretion of the Director and/or the CHML Board of Trustees.
  - ii. The key deposit requirement does not apply to CHML employees, volunteers, the CHML Board of Trustees, or members of the Friends of the CHML Steering Committee.

**Adoption:** This Building Use Policy was adopted in October 2015, and the Key Management Policy in July 2020; and the two Policies amended and combined on April 21, 2021, February 16, 2022 and April 19, 2023.

On following page: **APPENDIX A: Building Use Agreement Form** (1 page)

**CHARLOTTE HOBBS MEMORIAL LIBRARY**  
**Building Use Agreement Form**

The undersigned acknowledges responsibility for the direct supervision of the group's attendees and their adherence to the above guidelines and accepts full responsibility for all damages, costs and expenses (including any investigation and defense costs) incurred by CHML, its employees and its trustees arising from or in connection with the activity to be held (as described below) on the date(s) listed below. This includes responsibility for the alleged acts and omissions of any person or entity present on the CHML premises for any purpose connected with the activity. The undersigned warrants that he/she has authority to execute this agreement on behalf of the group or organization. Additionally, if the undersigned requires a building key, the undersigned promises not to give the key to anyone else, under any circumstances.

Name of Person: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Program Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Audio/Visual Request:  No / Yes  If yes, what equipment? \_\_\_\_\_

Training Required:  No / Yes  If yes, date training received: \_\_\_\_\_

Facility Space Requested for Use: \_\_\_\_\_

Special Requests: \_\_\_\_\_

Plan to Serve Alcohol?  No / Yes  If yes, CHML Approval: \_\_\_\_\_  
(Alcohol PROHIBITED if not expressly approved by Director's signature above)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

=====

Accepted by CHML: \_\_\_\_\_ Date: \_\_\_\_\_

Donation Received \$ \_\_\_\_\_  Cash / Check