

# Building Reservation and Use Policy

Adopted: June 13, 2018, revised January 2025

## Contents

- I Purpose of Policy**
- II Policy Approval and Review**
- III Reservations and Cancellations**
- IV Conduct**
- V Non-Discrimination**
- VI Liability**

### **I Purpose of this Policy**

The Ester Village Library is available to community and non-profit groups and organizations for meetings that are educational, cultural or civic in nature. The use of the facilities shall be in accordance with the policies and procedures set by the Board of Directors of the Ester Village Library.

### **II Policy Approval and Review**

This policy shall be reviewed and approved every 3 years by the Board of Directors

### **III Reservations and Cancellations**

- Using the Ester Village Library as a meeting space is not the primary mission of the Library. Meetings or activities need to be scheduled outside normal library public hours, board meetings or volunteer work parties. Any activities that would impede Library staff in the performance of their duties, or endanger the Library buildings or collection will not be approved or permitted.
- Reservations may be made no more than three months in advance on a first-come, first-serve basis. Please allow at least 3 days' notice from time of request to your approval and/or event. The Reservation form may be found on line or filled out in person and given to a board member. No group may use the Library as its mailing address.
- Library meetings have priority and the Library reserves the right to preempt any scheduled meeting. The Library will make every effort to give advance notices of such preemption. All meetings must be free of charge and open to the public. No admission may be charged. Meetings held at the Clausen Cabin shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library.

- Cancellations or changes should be received at least **two weeks** prior to the event. If late or no notice is given, the Library Board of Directors may decline future reservations for the sponsoring group.

#### **IV Conduct**

- Hours and staff attendance: Meetings held at the Clausen Cabin must have at least one person who is a current Ester Village Library member in attendance at the meeting. Hours and access will be arranged through the Board of Directors.
- Refreshments may be served and shall be provided by the group. No smoking is allowed.
- Due to fire code regulations, the number of guests attending the scheduled function may not exceed 24 people, the capacity of the Library. In addition, all aisles leading to exit doors cannot be obstructed.
- The group using the Library shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the Library.

#### **V Non Discrimination**

In allocating the use of the Library, the Board of Directors of the Ester Village Library shall not discriminate on the basis of political or religious beliefs, or gender or sexual identity of applicant groups, or on any other constitutionally or statutorily-prohibited basis.

#### **VI Liability and Non-Sponsorship**

- All organizations or groups shall indemnify, defend and hold harmless the Ester Village Library, its officers, agents and employees from and against any and all claims, suits, actions of any kind, arising and resulting and accruing from any negligent act, omission or error of the organization or group resulting in or relating to personal injuries or property damage arising from the organization/group's use of the Library facilities.
- The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.
- Groups meeting at the Library must not use advertising and publicity which imply that their programs are sponsored, co-sponsored, endorsed or approved by the Library, unless written permission to do so has been previously given by the Library. Permission to use the Library for meetings does not constitute or imply Library endorsement of the aims, policies or activities of any group or organization, or the views expressed in the meeting.