

# The Towanda District Library and Groups

## Use of the Library by Groups

Groups, clubs, organizations or committees may use the facilities during regular service hours or after hours at the discretion of the Library Director. We ask for strict compliance with these rules. The person who arranges the use of the library will be responsible for observing the rules. Library sponsored activities and meetings are given priority in the use of the facility.

## General Information

1. The Library Director has the right to deny or approve a group's reservation regarding the use of the library.
2. Fundraising, collections, admission charges, or other money raising activities are not allowed during facility usage unless all proceeds are donated to the library.
3. Alcoholic beverages, illegal drugs, tobacco products, profanity, and firearms are prohibited. Group meetings at the library must comply with all applicable State and Federal laws and regulations.
4. Light refreshments may be served upon approval of Library Director and must remain in the meeting area.
5. The library can accommodate groups during the library's scheduled hours or during after hours at the Library Director's discretion.
6. Library meeting space must be booked at least 2 weeks in advance by a group member who is a current cardholder of the Towanda District Library. Reservation cancellations must be given within 48 hours of the scheduled reservation to the Library Director.
7. The library has the right to cancel reservations due to extenuating circumstances.
8. All publicity for the meeting using the library's name must be approved by the Library Director before public posting. The library may not be listed as a contact for the scheduled event.
9. Meeting places within the library will be determined with the Director. Groups will not have access to staff work areas.
10. A library employee must be present during the group's meeting. The group must pay a fee of \$12 per hour for a prearranged meeting after regularly scheduled service hours of the library. This payment must be made at the time of the reservation for use of meeting space. Meetings held during regularly scheduled library service hours will not be charged a fee.
11. The library will not store or be responsible for any items, goods, equipment, etc. left at the library.
12. Groups will return furniture to original placements and will do any clean up needed to restore the area to normal.
13. Attendees are responsible for supervision of all children.

14. Groups who do not observe these rules will not be permitted to use the building thereafter.

### **Reservations**

1. To reserve meeting space at the library, please speak with our staff.
2. Reservations must be approved by the Library Director.

### **The Library's Association with Other Groups**

The Towanda District Library welcomes associations with library and non-library related groups. All fundraising and/or programming efforts of these groups benefiting the library must meet the goals stated in the library's mission statement and must concur with the policies of the Towanda District Library.