USE OF SHELTER ROCK PUBLIC LIBRARY BUILDING BY NON-LIBRARY GROUPS

Within the spirit of the Library Bill of Rights, it is the intention of the Board of Trustees that the facilities of the Shelter Rock Public Library be made available to the entire community for the enjoyment, information and enlightenment of its members, without prejudice to the full and free expression of ideas.

Accompanying certain areas of the Library have been designated for non-library use by responsible groups for educational, cultural, philanthropic, and civic purposes or non-partisan political discussion programs. The room is not be available for commercial purposes.

Permission for use of these areas will be granted at the discretion of the Board of Trustees upon the approval of a written application. The Library Director shall administer the approval and scheduling of programs, giving priority to community related groups.

Granting of permission to use Shelter Rock Public Library Facilities does not in any way constitute an endorsement by the Board of Trustees or employees of the purpose or opinions expressed by the approved applicant.

The Board assumes no responsibility for personal property left on premises.

PROCEDURES AND RULES FOR USE OF PUBLIC AREAS

This application is to be submitted to the Library Director for approval, accompanied by a check payable to the Shelter Rock Public Library for any necessary fees. Fee will be returned if application is denied or upon 24 hours notice of cancellation of meeting.

Applicant and its authorized representative, signing the application, will be held financially responsible for any damage to Library property or equipment. The representative should arrive before the meeting to check in with the custodian or library representative.

Continued use of facilities by any group or organization is contingent upon observance of rules and regulations of use. Permission for future use may be withdrawn for infractions of rules or for loud or boisterous behavior.

No admission fees or collections are to be charged without permission. All programs must be open to the general public without restrictions.

Smoking and alcoholic beverages are prohibited on the premises.

Minors may use the facilities. However, a responsible adult(18+) must be present and in charge at all times while they are in the building.

FEES:
- Technology equipment $40.00.
- Custodial $40.00 (when food and /or beverages are served.)
- After Hours $40.00
- Non-community groups $60.00

The Applicant is responsible at all times for maintaining order and cleaning up litter.

Exhibits, decorations, or signs will be permitted only with the approval of the Library Director.