

Ivan O. Davis - Liberty Library Building Use Policy

The library will be available to area individuals and organizations for meetings and programs during times when it is not being used for library activities. Library related events have priority in use of the building.

Permitted Uses: Library access is granted on an equal basis to all regardless of doctrine. Library sponsorship of, or permission to hold, any meeting, presentation or other use of any facility does not constitute an endorsement of the group's policies or beliefs. Revenue-generating activities hosted by for-profit entities are not allowed. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the building provided the meetings are open freely to the general public.

Fee: While there is no fee for use of the library please be aware that the library does incur additional heating and energy expense plus some additional cleaning. ***If you are able, please consider a tax-deductible donation to help defray these costs.***

Food: Refreshments may be served and shall be provided by the group. Smoking and alcohol are not permitted anywhere on library grounds. The group must thoroughly clean up the library and is responsible for removal of trash from the building.

Clean up: The library must be left clean and in good order. Groups are responsible for straightening the room after each use - replace table and chair configuration; wipe off tables; clean kitchen and appliances that were used; clean floor; turn off lights (light in kitchen area and outside front light are always left on); and lock doors. A vacuum and cleaning supplies will be available. The group will be responsible to pay for any clean-up or damages to the facility.

Security and Supervision of Children: The library does not assume any liability for groups or individuals attending a program at the library. The person requesting the use of the library's space is personally responsible for all injuries, damage, theft or vandalism that may occur during or as a result of the event. If using the Children's Room on the top-floor, the group is expected to have adequate supervision (at least 2 adults) so that an adult is available to supervise children on both floors.

Request Use: Arrangements for use of the building will be handled by the Library Director. Permission must be granted from the Director before using Library computers or AV equipment and the Director should be informed of equipment or supplies that will be brought to the library by any group or individual attending. The building may be opened and locked for a program or the responsible person may be provided with a key.