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 or when it does not interfere with library operations. Library related events have priority in use of the building. The library reserves the right to have a representative on site anytime the building is being used by a third party.

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. Organizations booking the library building must ensure that all participants in their events observe all parts of the library's Patron Behavior Policy at all times. 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 expenses 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 if it contains anything that might spoil or a substantial amount is accumulated.

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 is 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 required by the library or damages to the facility and may be denied after-hour access to the library in the future.

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 second-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 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 by a library representative or the responsible person may be provided with a key.

According to Fire Marshall report, 03/17/2021, the total maximum occupant load of the building is 26 people.

Approved 10/20/2026