

Salisbury Library

Town Hall Building Use Policy

Final Draft 04-17-2023

PLEASE NOTE: CURRENTLY, THE TOWN HALL IS NOT DISABILITY ACCESSIBLE AND THERE IS NO PLUMBING. A CHEMICAL TOILET IS LOCATED BEHIND THE BUILDING. THE COMMUNITY MEETING ROOM IS UPSTAIRS.

**The mission of Salisbury Free Public Library
is to promote community through information, education, dialog, and celebration.**

The Town of Salisbury and the Salisbury Library offer use of the building that is consistent with the Library mission and is available to any community group, regardless of that group's political, social, or religious views, subject to the following:

Criteria & Guidelines

- All meetings, programs, seminars or workshops must be free and open to the public and press, and must be advertised as such.
- Use of the building does not constitute Library or Town of Salisbury endorsement of the viewpoints expressed by participants in the programs.
- Non-municipal groups must submit a written and signed application form (below) for approval by the Library Director prior to the event date.
- Individuals wishing to use the Library's internet service may use the meeting room during open hours when a staff member is present, provided there is no scheduling conflict.
- Each group must have a responsible party who will sign the application and ensure that regulations are followed.

Regulations list:

- Attendance must not exceed the permitted occupancy limits of the meeting room (60 people).
- An adult of at least 21 years of age must be present at all times when the building is being used by youth under age 18.
- No private parties are allowed.
- Children must be supervised and are not allowed to enter storage or backstage areas.
- Non-Library and non-municipal groups may not store equipment or supplies in the building, with the exception of the Historical Society.
- Individuals using the building may check out books, DVDs and other items by using the self check-out register book as instructed by staff.

- No smoking, use of candles or combustible materials, or serving or consumption of alcohol allowed.
- Refreshments may be served with careful attention to clean-up.
- Materials may not be affixed to the walls or doors.
- Groups are responsible for setting up and tearing down chairs, equipment, etc. for their meetings.
- Groups must remove all equipment and trash after the meeting. Leave the building as found or as instructed by the library director.

Fees

Use of the building is free of charge. Donations to the library are always acceptable.

Cancellation

The Library reserves the right to cancel scheduled meetings when the building is closed due to emergency conditions or inclement weather.

Application Review process

Your application will be reviewed by the Library Director within a week after it has been submitted.

BUILDING USE APPLICATION

Date and time of requested use: _____

Space requested: _____ Meeting room: _____ Library: _____

Group or organization requesting use: _____

Type of use (e.g. meeting, presentation, workshop): _____

Estimated attendance: _____

Name of applicant: _____

Phone number: _____ Email: _____

The group applicant has read the Salisbury Library Building Use Policy and agrees to its terms.

Applicant signature: _____

Application date: _____

(For Library staff to complete)

Library Director: _____

Approved Application date: _____

Questions

For questions about the building use policy, sponsorship, or the application form, please contact the Library Director at Salisburypubliclibrary@gmail.com or 802-352-4198.