

USE of BUILDING POLICY

As an extension of our mission to serve as a community resource and center for intellectual growth, the Library welcomes the use of its meeting rooms for educational, cultural, charitable or civic meetings and programs.

Authority for approval or denial of requests for the scheduled use of the facility lies with the Library Manager. Appeals may be made in writing to the Board of Trustees should an applicant be dissatisfied with the manager's decision.

The Trustees of the Portville Free Library reaffirm the American Library Association's Bill of Rights which states that facilities should be made available on an equitable basis, regardless of the beliefs or affiliation of individuals or groups requesting their use. That being said, the Library does not necessarily endorse the purposes of any organization by allowing the organization to use the building.

Guidelines for usage are as follows:

- Library-sponsored programs have priority for room usage.
- Reservations are on a first-come, first-served basis.
- You must be at least 18 years old to reserve a room, and someone, at least 18 years of age, must be present throughout the meeting.
- There is currently no charge for use of the building.
- The room must be left clean with furniture put back in place and any trash removed.
- The organization sponsoring the event will be held responsible for any damages.
- Activities held during library hours must not interfere with normal library operations.
- The purpose of the activity may not be a private social function or to further a commercial interest.