



FACILITY AND GROUNDS USE POLICY

PURPOSE

Longview Public Library (LPL) welcomes public use of its meeting facilities and grounds in keeping with the Library's role as a community meeting place. When LPL designated meeting spaces are not in use for library functions, these spaces may be made available for use on a first-come, first-served basis. Permission to use LPL meeting spaces does not constitute an endorsement or sponsorship of any group, individual, organization or event.

DEFINITION

This policy covers all public meeting spaces (facilities and grounds) and supersedes any previous LPL policies related to grounds, meeting rooms, and facility use.

POLICY

Interruption or Termination of Event

LPL reserves the right to interrupt, terminate or cancel an event when, in the sole judgment of LPL, such act is necessary in the interests of public safety and/or user is in violation of this policy. Renter waives any claim for damages or compensation should the event be interrupted, terminated, or canceled.

User Liability

Users are financially liable for any damage or loss to the facility or library equipment caused by or as a result of their use. Users are required to report such damage either in person at the main floor service desk or by telephone at 442-5300 as soon as possible after the incident. The user shall take only such action as is reasonably necessary to stop or contain damage. LPL will take other reasonable action to clean, repair or replace lost and damaged items. Payment for any damage(s) or replacement is the responsibility of the user and shall be made to LPL within thirty (30) days of receipt of billing.

Responsibilities

Users agrees to:

- Check in and out with Library staff located on the floor that corresponds to their room. Such as the Testing Office checks in at the Main desk and the Auditorium the lower-level desk.
- Return equipment, chairs and tables to their original configuration and condition. Setup, breakdown, and cleanup is the responsibility of the user, and a cleaning fee or loss of privilege may result if the space is not left in good order.
- Make an appointment to test A/V and other equipment before the rental event. LPL will make the best effort to provide equipment, sometimes at a cost to the Renter, but is not responsible for operating the equipment during the event.

- Observe posted room capacities and ensure that use does not adversely affect LPL operations and others using the library.
- Contain food and beverage to designated areas, unless otherwise authorized by LPL.
- Be responsible for their own supplies, specialized equipment, set up and clean up. LPL will not provide any supplies to groups using facilities or grounds. Items may not be stored at LPL. LPL is not responsible for items left in, lost, or stolen from the facility and/or grounds.
- Abide by the LPL Code of Conduct.
- Supply portable restrooms, at their expense, if there are 100 or more participants and/or if the grounds are used when the library is closed. Library restrooms and power may be used when the library is open.

Additions or Alterations

Additions to or alterations of LPL equipment, electrical or mechanical systems are prohibited. All decorations, scenery, etc. shall be erected without defacing the facility in any way (only blue painter's tape and Adhesive Flip Charts are allowed on walls), are subject to the approval of the library and shall be installed and removed from the facility within the time reserved. The following are not allowed in any LPL facility: smoking; candles; open flame; flammable; combustible or smoldering decorations; smoke or fog generating equipment or apparatus. Stand-alone sound systems may be used if they do not disrupt library activities and are not tied into any facility sound system.

Advertising/Promotion

Advertising/Promotion of events held within LPL facilities and grounds must clearly state the sponsor of the event and a local contact. Promotional materials must be worded so that it is clear to the general public the event is held at, not sponsored by, LPL.

Laws and Ordinances

Use shall be in accordance with all applicable Federal, State and Municipal ordinances, statutes, rules, and regulations.

Conditional Use

The Renter shall defend and hold harmless from and indemnify the City of Longview for liability and claims arising out of acts or omissions of LPL, employees, participants, agents, or contractors.

Amendments

LPL may impose such other reasonable conditions in addition to those specified herein as deemed necessary for health and safety

Recommended for approval: Jacob Cole May 8, 2023

Approved by Library Trustee Board: June 12, 2023