

Thomas Memorial Library
Policy Manual

Building Use Policy

Rationale: Patrons seeking knowledge, respite or personal growth look to their public library to provide a place for more than just the warehousing of books: they require an institution that provides a public forum for socially useful discussions of current public concern as well as space for other civic or cultural activities. The Thomas Memorial Library seeks to answer this need by setting aside for public use a series of spaces ~~Community Room~~ designed to house the meetings, programs and special events of groups and organizations in Cape Elizabeth and provide equal access to all users in accordance with the Cape Elizabeth Town & School Use of Facilities Guidelines and Policies. These spaces include the Community Room, the Art Gallery, a media lab, tutoring/study rooms, and a game room.

Responsibilities: The Board of Library Trustees and the Library Director shall be responsible for working cooperatively with the Town's Facility Manager in seeking adequate funding to insure that public library building facilities are properly maintained and meet all recognized standards and physical requirements as well as the needs of the community.

The Library Director shall be responsible for the day-to-day oversight of the library's facilities and will be responsible for the normal implementation of this policy. Requests from a patron seeking exemption from the Building Use Policy should be addressed to the Library Director for disposition. The Board of Library Trustees shall be kept informed of all such requests. All room reservations must be made through the Facilities Department subject to Town Policy.

The library staff will be responsible for communicating the Building Use Policy and the responsibilities of the Facilities Department to all patrons who inquire about using library space. The staff will also be responsible for providing any services directly related to insuring the proper use of library facilities during normal library hours.

Criteria: Any use of the library's ~~meeting room or Gallery~~ facilities must meet the following requirements:

* *Availability:* Cape Elizabeth public non-profit organizations; Town Emergencies & Elections; Town/School Department Programs; Community Services Programs; Town/School Committees or affiliate groups may reserve the library's Community Room for the purpose of presenting programs or holding meetings of a civic or cultural nature. Meeting space is normally available during library hours only when scheduled staff is present. Space is accessible to patrons with disabilities.

Requests for use of library space during non-library hours may be granted by the Library Director and may require the user to pay custodial fees and/or supervisor fees as determined by the Facility Policy Guidelines and assigning organization.

* *Scheduling:* Because library activities have priority, arrangements for usage must be confirmed generally no later than Thursday Noon for any request for the following week, Monday through Sunday.

Due to the extensive use of the Community Room for library sponsored events ~~(including those programs hosted by the Cape Elizabeth Historical Preservation Society)~~, prospective users of this facility may schedule only one meeting at a time; moreover, requests for this space will not be accepted more than ~~two~~ one months in advance of the date of the meeting.

To allow greater access to the patron community, the tutor/study rooms, media lab and game room can be reserved for a duration of one hour at a time. If more time is required, it will be allowed based on availability at the discretion of the TML staff. Prospective users of this facility may only schedule one reservation at a time, no more than one week in advance of the reservation. Exceptions to these policies would be municipal sanctioned activities.

* *Equipment:* In an effort to support community based programming, the Library makes available its limited stock of tables and chairs to those using its meeting rooms. The use of library-owned A/V equipment, kitchen facilities

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or other paraphernalia is also possible but must be arranged at the time of booking. Groups or individuals with specific requirements are advised to check with the Facilities staff as soon as possible to determine whether or not the library can provide for their special needs. Without exception, the library CANNOT procure items for groups or individuals that it does not already own! Locating, providing, and returning equipment not owned by the library remains the sole responsibility of the patrons scheduling the event. The library may not be used under any circumstances to store such equipment.

* *Room Rules:* The following rules are in force during any use of the Thomas Memorial Library's meeting spaces:

GENERAL EXPECTATIONS FOR ALL MUNICIPAL FACILITIES

1. **The use and possession of tobacco, alcohol and/or drugs on grounds is prohibited.**
2. Respect for equipment and facility is expected at all times including room capacity and intended space use. If damage occurs, please report it to the assigning organization.
3. Groups shall be adequately and appropriately supervised by an adult(s) at all times and until all participants have departed the premises. Report all accidents or injuries to the assigning organization.
4. Food and/or beverages are to be limited to the specified food and/or beverage areas.
5. Clean-up is the responsibility of the renter/user. The facility should look as good as, or better, than it looked when entered. All trash should be deposited in the appropriate trash receptacles. If custodial services are not part of the renter request, the renter is responsible for removing the trash from the premises.
6. Renter should make themselves aware of the appropriate means of emergency egress and make sure that all in attendance are aware of it.

BUILDING & EQUIPMENT SECURITY is the responsibility of the renter/user. School/Municipal equipment and/or furnishings may be moved or used only with prior approval and must be returned to their original locations prior to departure. When applicable, do not erase information left on classroom white boards and/or chalkboards. Items or displays on walls should not be disturbed. Rentals do not include usage of the lobbies unless those spaces are specified on the application! Hallways are to be used for entry and exit only. The use of kitchen facilities requires a supervisor present. The use of school kitchen facilities and/or access into the school kitchen space requires a cafeteria staff present at all times. To ensure building security...

- 1) Exterior doors should not be propped open. If doors are open, someone should be available to patrol all accessible areas.
- 2) At the conclusion of use, turn out all the lights and physically check ALL doors (whether you used them or not) to be sure that they are latched before leaving.
- 3) Items should not be affixed to the walls, floors, ceiling, &/or doors without prior approval. The use of tape, nails, tacks, etc. on floors, walls, &/or ceilings is prohibited.

RULES SPECIFIC TO Thomas Memorial Library

- 1) No admission may be charged nor may monies be collected in any way inhibitory to free public access to programs. Exceptions may be made if the total proceeds of admission go to a charitable cause. All such exceptions to this rule shall require the prior clearance of the Cape Elizabeth Town Council.
- 2) No food and/or beverages may be left in the library's refrigerator.
- 3) The use of candles and/or any open flame is strictly prohibited.
- 4) Any charges that the library may incur for repairs, cleaning or trash removal, which are attributed to a group's use of the facility and not normal wear & tear, will be billed to the renter/user.
- 5) The Community Room is rated for a Maximum capacity of ~~80-?~~ 145 people; the Art Galleries are limited to ~~122-?~~ 145 people.

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The Thomas Memorial Library reserves the right to make such changes in these rules as may seem advisable from time to time, to reject any and all applications or to cancel any permission, when in its discretion such cancellation seems advisable.