

# Huntington Public Library

## BUILDING USE POLICY

The Huntington Public Library (HPL) building, also known as the Union Meeting House (UMH) is available for use according to the following priorities

AND

with the approval of the Library Director and Board of Trustees.

**Priority A:** Huntington community residents and groups.

**Priority B:** Huntington community resident businesses.

**Priority C:** Non-Huntington residents and groups.

### FEES

Non-profit groups: free – donations accepted.

For profit users - \$2 per person per use up to 2 hours; or 15% of gross receipts over 2 hours

### POLICIES

1. **A BUILDING USE FORM IS REQUIRED** for building use, in addition to making a request to Library personnel to have an event on the Library calendar. The Building Use Form is at the end of this document.
2. Smoking is **not** allowed in the building or on the porches.
3. **TRASH & Recyclables: LEAVE NO TRACE**
  - a. Pack in, pack out. Library user will take all trash out. Recyclables can be put in the library's recycling bin.
  - b. Library trash receptacles will be left empty with a new liner.
4. **FOOD:**
  - a. Food MAY be placed on the following surfaces: kitchen and workroom counter tops and tables.
  - b. Food WILL NOT be placed on the following surfaces: circulation desk, Librarians' desk, window sills or any surface where books, audio materials, periodicals or other Library materials are stored and displayed.
5. **CLEANING:** Users will clean the facilities, including: bathroom, kitchen (if used). table tops, floor and any other used areas. **A \$50 surcharge will be assessed if building is not left clean and ready for use.**
6. **FURNITURE:**
  - a. Users may move furniture to suit needs.
  - b. Users will return furniture to original location. Floor plan provided.
  - c. **No children are allowed on the leather furniture in the adult reading section. No exceptions.**

7. **OFF LIMITS:** Users will ensure group participants observe the following off limits areas:
  - a. Behind and below the circulation desk.
  - b. Workroom/office, except for food preparation.
  - c. Librarians’ desk, shelves and file drawers.
  - d. Basement.
  - e. Leather furniture use by juveniles.
  - f. **Mezzanine.** Exception will be made with permission of the Library Director prior to events.
8. **BOOKS:** There will not be any book check out or borrowing of Library materials when the Library is not open. Please note that books behind and under the circulation desk are organized according to Library protocol.
9. **TUTORIAL:** Person Responsible will meet with a staff member during Library hours to receive instructions on use of Library usage protocol.
10. **POLICE SERVICE:** The Library Director and/or Board of trustees reserve the right to require police service, at user’s expense, if deemed necessary.
11. **DAMAGE RESPONSIBILITY:** Users will be liable for any damage to or destruction of property whether it is accidental or intentional.
12. Users will fill out the **COMMUNITY CENTER USAGE SUMMARY** after the event or use.
13. Program/event setup will not commence before the Library closing hour for the day of use – 5 pm (Sunday) or 6 pm (weekdays).

**Huntington Public Library  
BUILDING USE FORM**

Organization/event name:

Name of person responsible for event:

Phone number:

Email:

Date of use or date of initial use:

Type of activity:

Time in:

Time out:

Key # / code # issued:

BY SIGNING BELOW YOU AGREE TO THE FOREGOING **POLICIES.**

\_\_\_\_\_   
 Person responsible

\_\_\_\_\_   
 Date