

Metro Kalyn Community Library

Facilities:

Community Relations, Use of Parts of the Library

Index Code: E-1

Adopted: Sept.8, 1987

BACKGROUND

The Library provides meeting space for groups involved in educational, artistic, informational or public services pursuits. The Libraries Act, Section 40, prohibits charges for use of those parts of the building used for library purposes.

POLICY

The Town of Bruderheim Library Board should ensure that any group using the facility within the Board's control, will meet certain standards of use set by the Board.

GUIDELINES

1. The Library will not be loaned to any club, group, organization, or private individual unless given permission by the Library Board.
2. The Library Board is responsible for the care and maintenance of the Library only: The rest of the building falls under the jurisdiction of the Town of Bruderheim.
3. When a group or individual is using the Library for non-library purposes, a Library Board or staff member must be present, except in special circumstances. (e.g. AA)
4. **The Board may refuse use of the Library to any group during exceptional conditions, such as pandemic, unless the Board can be assured of safety of participants, Library staff, and the Town of Bruderheim staff.**
5. **During pandemic shut-down, the facility will not be lent to any group or individual.**

PROCEDURE

Groups that wish to use the Library:

1. Must submit and adhere to a pre-set time schedule: arriving and leaving on time.
2. Must leave room neat and tidy.
3. Must bring own supplies-coffee, sugar, cream, etc. and wash cups before leaving.
4. No fee may be charged, however an honorarium given in appreciation may be accepted.
5. **Must follow cleaning/disinfecting standards as supplied by Metro Kalyn Community Library.**

Reviewed: March 2020

Date for Review: March 2025