

Policies

AFTER-HOURS USE

Approved: 11/17/2010; Reviewed 6/15/2011, 7/20/2016, 2/17/2021

Review Date: 2026

BACKGROUND

T.B. Scott Free Library provides space for meetings. The purpose of providing space is to further the library's role as a community asset—both as an information resource center, and as a community center accessible to all residents. In carrying out this role, the library and the Library Board encourages the community's use of meeting rooms, when they're not needed for library functions.

"After-hours," as used below, refers to any time during which the library is not open to the general public.

1. Availability of the library for after-hours use will be determined based on scheduling of library staff and other library events.
2. Unless an after-hours event is scheduled when staff are usually in the building, or immediately before or after when staff are usually in the building, a fee of \$50 per hour, or any portion of an hour, will be charged for after-hours use of the library, to account for staff overtime fees and service costs. Exceptions to these fees may only be made by vote of the library Board of Trustees.
3. Application and approval for after-hours use must be obtained through the library director.
4. A library employee must be on site during all after-hours events. After-hours events must be scheduled in advance to ensure staff availability. After-hours events should neither commence before 8:00 a.m. nor extend beyond 10:00 p.m. unless agreed to by the library director.
5. Activities that allow the serving of alcoholic beverages may not take place during regular library hours, and for after-hours activities, require Library Board approval.
6. The library facility, including all equipment and furnishings, are expected to be restored by after-hours users to the location and condition in which they were found prior to their use. If an event necessitates rearranging or replacement of equipment or other cleanup by staff in its aftermath, assessment of additional fees and/or restriction or revocation of future use may be considered.