



Policy for the Special Use of Facilities

<i>Review</i>	<i>03-25-2021</i>
<i>Revision</i>	<i>03-25-2021</i>
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1. It is the intent of the Board of Trustees and the Director of the Sharon Springs Free Library (SSFL) to create and sponsor events outside of normal operational hours. Programs planned may include, but are not limited to, three types of events:
 - a. Educational: creative writing seminars; adult crafts and painting classes; Story Time for Kids; book discussions; wildlife talks; theatre arts classes; children's crafts
 - b. Entertainment: Family Sing; teen and family dances; open mic nights; poetry and play readings; guest author presentations
 - c. Literacy and Development: children and adult reading programs; SAT preparation; individuals offering language and remedial reading classes, etc.
2. Requests from non-SSFL groups to sponsor events for the library that fall under those headings, shall be considered by the Board of Trustees for their relevancy to the Library Mission Statement. Complete information supporting these events shall be delivered to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
3. Events offered as fundraising opportunities for the library, or any current capital projects will be considered on a case-by-case basis. Complete information for these events shall be presented to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
4. Funding for all events (if applicable) must be in place prior to public announcement of the event. In special cases fees may be charged to cover cost of materials and maintenance.
5. Requests from non-SSFL groups to sponsor events in the Community Room, non-relevant to the library, shall be directed by the Library Director/President of the Board to the municipal office responsible for considering and scheduling events in the Community Room.
6. Requests to hold non-SSFL events within the library shall be considered by the Board of Trustees on a case-by-case basis. Complete information for these events shall be presented to the Library Director or President of the Board at least two weeks prior to the Board of Trustees' monthly meeting.
7. Concerns of safety issues surrounding events not already described shall be addressed by the Library's Insurance underwriters, who maintain a department expressly for the purpose of troubleshooting and planning activities with proper safety measures.
8. The Policy of the Special Use of Facilities is determined by the Sharon Springs Free Library Board of Trustees, and is subject to review and revision at the discretion of the Board. In the interests of the library and Community, exceptions may be made at the discretion of the Board on a case-by-case basis. Appeals to any of these policies or decisions shall be submitted to the Board of Trustees in writing.