



## Learning Center Policy

1. Policy for public use of the **Friends of Brighton Memorial Library Learning Center** is established by the Board of Trustees and administered by the Library's Executive Director.
2. The primary purpose of the room is for the enhancement of Library sponsored activities. Any remaining time may be scheduled by established non-profit groups for educational, cultural or civic activities. Their use of this area in no sense constitutes a Library endorsement.
3. First priority is given to Library programs, including those of the Friends of Brighton Memorial Library. Second priority is given to Town of Brighton departments and boards. Third priority is given to non-profit Brighton groups in order of request. Fourth priority is available to other non-profit organizations in order of requests. For-profit groups are excluded and no business may be conducted during any meeting.
4. Non-profit organizations must submit an **Application for Use of the Friends of Brighton Memorial Library Learning Center** to the Community Relations Manager for each meeting. The request must be made not more than three months (90 days) or less than three (3) weeks in advance of the date specified. The room is not available as a regular meeting place for non-Library organizations.
5. If the application is approved, the requested date will be entered on the Learning Center calendar and regarded as confirmed. The Library reserves the right to deny use of the Learning Center.
6. The Community Relations Manager must be notified not less than one (1) week in advance of cancellation. Failure to do so will affect future reservation status. The Library reserves the right to cancel a booking with one (1) week advance notice.
7. Communications and publicity releases must identify the sponsoring organization and in no way indicate the Library as a sponsor. Failure to identify the sponsoring group can result in cancellation of reservation.
8. The group shall be directly responsible for any damage caused by members of the group. No smoking or alcohol shall be allowed.
9. Meetings held in the Friends of Brighton Memorial Library Learning Center shall be open to the public at no charge.
10. The Learning Center will be used only during hours that the Library is open.

Approved 01/13/2000

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