

Brighton Memorial Library

Friends of Brighton Memorial Library Learning Center Policy

1. Policy for public use of the Friends of Brighton Memorial Library Learning Center (LC) 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 501(c)3s, nonprofits or local community-based organizations in order of request. Their use of this area in no sense constitutes a Library endorsement.
3. The Library endorses the principles adopted by the American Library Association in the Library Bill of Rights regarding meeting room use which state, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations."
4. 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 Brighton based 501(c)3s, nonprofits or local community-based organizations in order of request. Fourth priority is available to other 501(c)3s, nonprofits or local community-based organizations in order of request. The LC is not intended for individual use.
5. The LC shall not be used for fundraising of any nature unless it is for the exclusive purpose of supporting the Brighton Memorial Library or the Brighton Memorial Library Foundation.
6. Meetings held in the LC must be open to the public at no charge.
7. Nonprofit groups may use the LC for no more than four hours per reservation.
8. For profit groups are excluded from LC use.
9. The LC is not available as a regular meeting place for any non-Library organizations and may not be reserved for more than two dates per calendar quarter per year.
10. The LC can be used only during hours that the Library is open.
11. 501(c)3s, nonprofits or local community-based organizations must submit a [BML Learning Center Inquiry](http://www.brightonlibrary.org/learningcenterinquiryform) (www.brightonlibrary.org/learningcenterinquiryform) to the Public Relations Coordinator for each meeting. The request must be made no more than three months (90 days) and no less than three weeks (21 days) in advance of the date specified.
12. If the date is available, an application form will be emailed to the applicant. The application form must be completed and returned to the Public Relations Coordinator for review. If approved, the requested date will be entered on the LC calendar and the applicant will receive confirmation by email. If the date is not available or the application is not approved, applicant will be notified by email.
13. The Public Relations Coordinator must be notified no less than one week in advance of cancellation. Failure to do so will affect future reservations.
14. 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.

15. Catered or potluck meals (including pizza or sandwiches), banquets, and private parties are not allowed in the LC by outside groups. Acceptable refreshments are easy to eat snacks such as cookies, chips, popcorn, and/or fruit.
16. Groups shall be directly responsible for the removal of any garbage generated and/or any damage caused during the event.
17. The Library is not responsible for lost or stolen items.
18. Groups must abide by the [BML Patron Code of Conduct \(www.brightonlibrary.org/librarypolicies\)](http://www.brightonlibrary.org/librarypolicies) and all other BML policies.
19. The Library reserves the right to deny use of the LC or to cancel a booking at any time.
20. The Library reserves the right to modify this policy as needed.

Approved by the Brighton Memorial Library Board of Trustees: 1/13/00
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