

## HILL PUBLIC LIBRARY

The Library Director and the Library Board of Trustees respectfully request that you read and fill out the following forms for the use of the Library. Once signed, please return them to our Library Director.

It is our understanding that in the past the names of boards/groups and times of meetings were pencilled in on the calendar located on the post in the meeting area. This practice has not been followed in recent times. Several times in the past year and a half two groups have arrived at the library only to find it already in use. To eliminate that sort of confusion and to facilitate a clean and program-ready area, we are asking that the practices and procedures listed in the attached paperwork be followed.

Our desire is to see our library grow in both attendance and usefulness. Keeping it "event ready" is in the interest of all of us.

Thank you for understanding this reinstatement of past procedures.

Hill Library Board of Trustees

## HILL PUBLIC LIBRARY LIBRARY USE REGULATIONS

- The Board of Trustees of the Hill Public Library is pleased to grant permission to use the Library following the receipt of the attached Library Use Application Form.
- Use of the Library is limited to the meeting area and bathroom of the Library.
- If the application is approved, a key may be obtained by signature from the Library Director. This key is to remain in the possession of the individual signing for it at all times. Immediately following the scheduled event, the key must be returned to the Library Director.
- At no time, except when the user is present, are the doors to left unlocked or the windows open.
- No signs, notices, or other items are to be attached to the walls, doors, woodwork, etc. no painting or construction work is to be done on the building or anywhere on the property.
- No alcoholic beverages are permitted in the Library.
- Smoking is not allowed in the Library.
- No sound system may be used without specific permission of the Board of Trustees; and if such permission is granted, then it shall be operated so as to not disturb the peace of abutting property owners or the general public.
- Any furniture that is moved must be returned to its original position and cleaned.
- All restrooms must be cleaned at the end of the function.
- All lights must be turned off; the thermostat must be left as it was found; and doors and windows must be closed and locked before exiting.
- All trash must be removed and taken with you.

I, the undersigned, have made application for use of the Hill Public Library, have read and understand each of the conditions stated above and agree to observe said conditions as the Board of Trustees may impose.

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_



## **HILL PUBLIC LIBRARY**

### **CHECKLIST FOR LIBRARY USE**

#### **BEFORE THE EVENT:**

- Obtain approval through the Library Director and Board of Trustees. (Town Boards have always been welcome to avail themselves of the space in the Library. However, to avoid double-booking and changes of displays and arrangements, please get the Director's approval for any changes of regularly scheduled meetings.)
- Ensure that your event is marked on the Meeting Calendar, located on the post in the meeting area of the Library.
- Coordinate use of the key with the Director in advance.
- Obtain prior approval for use of equipment, if needed. (Copy machine, computers and popcorn machine are the property of the library. As such any damage to them is an expense the Library can ill-afford)

#### **DURING THE EVENT:**

- Contain use and foot traffic to designated areas. (The Library bookshelves are off-limits during non-public hours. Please check out books when the Librarian is present and do not allow children access.)
- Restrict beverages to covered containers only. (Any spillage and clean-up is the responsibility of the group or persons making use of the library for this event.)

#### **AFTER THE EVENT:**

- Turn off all lights (including bathrooms) when you leave.
- Remove all trash from building, including extra copies and beverage containers.
- Return all furniture to its original place.
- See that all toilets are flushed and that the bathrooms are picked up.
- Lock all exterior doors.
- The key should be placed on the Library Director's desk upon exit. (The door to the drive way locks automatically as it closes behind you. Please exit through that door.)

Hill Public Library  
Board of Trustees  
Revised 7/13/2017

**Hill Public Library**  
**Application of Use of the Library's Meeting Area**

---

Name of Individual and Organization requesting use: \_\_\_\_\_ Date \_\_\_\_\_

---

Address of Individual or Organization. \_\_\_\_\_ Email Address \_\_\_\_\_

---

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Date \_\_\_\_\_ Time period requested: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

Is this an ongoing meeting? Yes No

If Yes, what are the dates\* that you will be needing the use of the library?

---

---

---

---

\*Please note that, after approval, if a supplemental meeting is needed, just leave a note to the Library Director and verify on the calendar that that time slot is open, pencil yourself in.

As the individual or the representative of the above organization, I have read and agree to abide by the "Library Use Regulations" attached. Organizations wishing to use this meeting room on a yearly basis must submit a new application each year.

Signature of Applicant: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_