

# **Florida Public Library**

## **Policy on Use of the Library by Outside Groups**

When not required for library use, meeting space within the library is available to other non-profit community groups, subject to the following regulations:

The library may be used by groups and individuals engaged in educational, recreational and cultural activities.

Scheduling priorities are as follows: Library sponsored and co-sponsored activities; Friends of the Library sponsored activities; other activities.

Non-profit organizations may not charge admission fees, nor use library premises for fund-raising purposes without prior approval of the Board of Trustees.

All announcements, press releases, flyers, etc. must clearly state that the meeting is not sponsored by the library.

Meetings may take place only during regular library hours.

Library premises must be left in the same condition in which they were found.

The library assumes no responsibility for private property left on the premises.

Application for use of library premises must be made on the attached form and will be subject to the approval of the Director. The hourly fee for use of the library is set by the Board of Trustees and is subject to change.

All requests for use of the library must be accompanied by a certificate of insurance protecting the sponsoring organization and naming the library as an "additional insured." The organization agrees to indemnify and hold the library harmless against any personal injury or property damage actions.

The Board of Trustees reserves the right to refuse requests for use of the library if, in its opinion, there is the possibility of public disorder, damage to library property, or other sufficient cause to restrict or refuse such use.

The signing of the attached form constitutes an agreement by the undersigned to adhere to the rules of this policy and to ensure that no member of the group violates the rules set forth.

Adopted by the Board of Trustees April 1, 2019  
Revised September 12, 2022

# Florida Public Library

## Request for Use of the Library

Name \_\_\_\_\_

Organization \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose for which space is requested \_\_\_\_\_

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Day and time requested \_\_\_\_\_

Number of persons anticipated \_\_\_\_\_

Equipment needs:

Table(s) \_\_\_\_\_ Projector \_\_\_\_\_ DVD Player \_\_\_\_\_ Laptop \_\_\_\_\_ Podium \_\_\_\_\_

Other (describe) \_\_\_\_\_

I have received and agree to abide by the policy on “Use of the Library by Outside Groups” and understand my organization’s responsibility in that regard.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Certificate of insurance attached \_\_\_\_\_

Request granted by \_\_\_\_\_

Date \_\_\_\_\_

Staff member assigned as facilitator \_\_\_\_\_

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