

Public Use of Space Policy

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Last Reviewed: April 15, 2026

The Belden Noble Memorial Library (the “Library”) makes space (“Library Space”) available to Library cardholders, affiliated entities, and local charitable organizations. It is the goal of the Library to provide a welcoming space for community learning. The Library adheres to the principles of the American Library Association’s policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available “on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Authorization to use meeting rooms does not constitute an endorsement by the library of a group or organization’s positions or beliefs.

Use of library space for meetings is primarily for programs conducted or sponsored by the library; and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes.

Programs that are planned by the library take precedence over meetings of outside groups. As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group.

Rules of Use:

1. All meetings must be free and open to the public. Unless specifically approved by the Library Administration, no fees, dues or donations may be charged or solicited for any program.
2. Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, programs by private for-profit health care representatives, etc.
3. Political meetings that are open to the general public are acceptable for the discussion of issues but not for campaign purposes, party caucuses, etc.
4. Except as a designation of location, the name of the library may not be used in any publicity relating to the use of its rooms.
5. No food may be served without approval. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
6. Groups of children and/or teenagers must be supervised by at least two unrelated adults at all times, one of whom must be at least 21 years of age.

7. A Board or Staff member must be present in the library at all times during scheduled events.
8. Programs taking place during library hours should be planned so that meeting space will be vacated 15 minutes before closing time.
9. The library must be left in acceptable and clean condition. Tables and chairs should be returned to the positions in which they were found.
10. Library equipment is not to be used without the permission of the Library Director.
11. Meetings must be conducted in such a way as not to disturb library operations.
12. Use of audio-visual equipment must be pre-arranged.
13. Library personnel will not move or rearrange heavy equipment.
14. The library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for both damage to library facilities and loss of library property.
16. The applicant assumes responsibility for participant accommodations (e.g., assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
17. Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. The library staff is in charge at all times and may require that any group leave at any time when its presence interferes with library activities, or constitutes a hazard for the library, or violates any of the above policies. The library reserves the right to close the premises for any reason.