

Use of Library Meeting Facilities

The Cotuit Library will make exhibit space and meeting rooms available to non-profit groups of the Cotuit and Barnstable community on an equitable basis consistent with the American Library Association's Library Bill of Rights. Use of the facility may not be restricted by the content of the presentation or beliefs or affiliations of the sponsors in fulfillment of the Library's responsibility to resist abridgement of free expression and to allow free access to ideas. Facilities are intended for, but not restricted to, meetings, programs of a cultural or literary nature, and services to the community. Meetings must be open to the public and free of charge.

Non-profit groups from the community may use the Library facilities at the discretion of the Board with the following guidelines.

1. Use on a regular basis is limited to:
 - a. One meeting per month
 - b. A short term project which is limited to
 - i. Several consecutive days or
 - ii. Once per week for up to four (4) weeks
 - c. Activities that do not involve heavy physical activity or active play
 - d. Events which do not interfere with the regular Library operation
 - e. Meetings which are open to the public and are free of charge.

2. Procedures to be followed:
 - a. Requests for meeting facilities should be made directly to the Library Director or designate in writing as far in advance as possible to insure availability. Requests are confidential which complies with a recommendation of the American Library Association.

 - b. Groups planning to hold meetings will designate one member of the group who will be personally responsible for the following:
 - i. Making all preliminary arrangements in writing with the Library Director or designate.
 - ii. Obtaining the keys and preparing the room.
 - iii. After the meeting, seeing that the room is put back in order and that all loose paper, rubbish, etc. are disposed of appropriately.
 - iv. See that the kitchen/pantry and its equipment are left clean and restored to their original order.
 - v. Turn off all but designated lights before leaving the building.
 - vi. Closing and locking the exit door and setting the alarm
 - vii. Returning the key to the Library Director or designate

c. General Provisions

- i. Books should not be removed from the shelves except by prior agreement with the Library Director.
- ii. Thermostats are set and should not be manipulated except as may be previously agreed with the Library Director or designate.
- iii. Smoking is not permitted.