

Title:	Use of Building Policy	Policy Number: 300-25
Policy Type:	Operational	
Approval By:		
Approval Date:	April 16, 2018	
Reviewed Dates:	April 26, 2021; March 25, 2024	
Review Date:	April 2027	

PURPOSE:

This policy specifies the appropriate use of Library facilities to ensure an accessible and welcoming environment.

SCOPE:

This policy applies to the public, businesses, agencies, Library staff and volunteers.

DEFINITIONS:

Building use – refers to the use of public space within any Library facility not covered under any Board policy or procedure. It is the applicant’s responsibility to ensure they are aware of Library policies and procedures.

Prior approval - a contract or written permission.

POLICY STATEMENT

Authorized use of building applications are based on the following criteria:

- Application for use of building falls within the Library’s Mission, Vision and Values
- Impact on Library services or costs
- Detailed scope and area of building requested
- Availability

Noncompliance with the terms of the original application or any Board Policies or procedures and shall result in termination of the use of the Library

REQUESTS

Requests may be made by outside businesses and agencies or for private use. All requests for building use must receive prior approval by the CEO or designate. Notice requesting the use of public space in any Library location must be provided to the CEO no less than 7 days prior to anticipated use.

The Library reserves the right to negotiate a contract or terms of use for any building under its control that is outside the scope of the building’s normal use.

RELATED POLICIES

200-04 Strategic Alliances Policy
300-04 Hours of Operation Policy
300-09 Rules of Conduct Policy



300-15 Meeting Room Use and Rental Policy
300-23 Accessible Customer Service Policy