

## **FACILITIES USE POLICIES**

Approved April 28, 2008

Anyone may use the public library regardless of origin, age, or background. Any restrictions on the use of libraries are for the purposes of ensuring the public's free access, the safety of patrons and staff, and the protection of library resources and facilities.

Filming and photographing within Library facilities is permissible except where the nature of the photograph is questionable, where locked-off areas have to be opened, where normal library service would be impaired, or where unreasonable arrangement of books or furniture is required.

All areas of the Library facility are smoke-free.

### **Emergencies**

The following emergencies require evacuation of the building:

- Fire or smoke visible in the building
- Power loss for more than 60 minutes, UNLESS conditions outside (i.e., storms) make evacuation a more dangerous prospect than allowing patrons to remain inside
- Bomb threat
- Imminent threatening weather

If evacuation is necessary, the highest priority is making sure that all patrons are evacuated as quickly as possible without panic. Staff should quietly request that patrons leave the building immediately, taking their personal belongings with them. In an emergency, time is of the essence and a delay to collect scattered belongings could be fatal.

### **Visible Fire or Smoke Inside the Building**

If fire or smoke is visible, immediately direct patrons to the nearest fire exits. Before leaving the building, staff must check to be sure all patrons are gone, including checking the rest rooms. Then staff should exit as quickly as possible through the nearest exit. If smoke or fire is visible, do not stop to call the Fire Department. Get everyone out of the building first, and then call 911.

### **Power Outage**

Power loss for more than sixty minutes may constitute reason to close the library, at the discretion of the Director or Library Manager. If the power goes off and has not come back on within an hour, inform patrons that the library is closing due to a power failure, and follow regular closing procedures. Before closing, make sure all lights and machinery (copiers, computers, etc.) are switched off. The Worth County Library System Director should be notified in the event of a closing.

If conditions outside (i.e., thunderstorms) make evacuation dangerous, request that patrons stay away from the windows that may shatter.

**Bomb Threats**

If a staff member receives a bomb threat (presumably by telephone), he or she should immediately notify the Library Director or Library Manager. Then, notify patrons and other staff that, because of a bomb threat, the facility is being evacuated. Patrons and staff should leave the building by its regular exits as quickly as possible. It is up to the Director or Library Manager to ensure that the building is evacuated. The Director or Library Manager should then notify the police of the threat and wait outside the building for the police to arrive and search the building. Staff may assist the police or sheriff's personnel if requested, but are not under any compulsion to do so.

**Illness or Injury (Public)**

If a patron falls or is in any way injured on Library property, immediately contact the Director or Library Manager, even if the patron insists that no injury has resulted. If circumstances warrant, call for an ambulance. In case of a minor illness, help the patron to a seat or to a public restroom. Offer to call the patron's family or physician. An Injury Report Form shall be completed for all accidents that occur in the library.

**Illness or Injury (Staff)**

In the case of an injury or illness of a staff member while on duty, notify the Director or Library Manager promptly. If the illness is severe, help the staff member to a staff area or offer to call the family or physician. In an emergency, call 911. Use the first aid kit if appropriate. An Injury Report Form shall be completed for all accidents that occur on the job. This is for the employee's own protection under Worker's Compensation regulations.

Employees of the Worth County Library System are covered by Worker's Compensation medical coverage when performing normal functions of their jobs. Any employee injured on the job whose injury results from reckless behavior, being under the influence of alcohol or illegal controlled substances, or deviation from the normal work assignments, may jeopardize their coverage under Worker's Compensation and may receive no benefit. Any employee who does not report an injury in the proper manner while on the job may jeopardize their coverage under Worker's Compensation.

## Injury Report Form

### PATRON/EMPLOYEE INFORMATION

Name:	Library:
-------	----------

### INCIDENT INFORMATION

Date/Time of Incident:	Location:
Date/Time Injury Reported:	Reported to:
Description of Incident:	

### INJURY INFORMATION

Description of injury(s):
---------------------------

### TREATMENT INFORMATION

Was the patron/employee treated on library premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, describe treatment:
Was the patron/employee sent to a hospital? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which hospital?

## **Bulletin Boards**

Activities sponsored by non-library groups may be placed on the Library bulletin board. Flyers, small posters and brochures may be posted on the bulletin board. Bulletin Board space is available for the posting of information related to educational, cultural, intellectual, or charitable activities and events. Staff will keep bulletin board current.

Political materials will not be permitted on public bulletin boards. The Library can provide materials of an educational and informational nature on local, state and national political issues. The library board establishes policy for use of the bulletin board. The Director and Library Manager shall have responsibility for monitoring bulletin board use. The library prohibits any postings of this nature in any other location of the building and will remove such immediately.

Complaints about this policy or about an item posted on a bulletin board should be addressed in writing to the Library Director for review. If necessary, an appeal will be heard by the Worth County Library System Board of Trustees. Their decision will be final.

## **Exhibits and Displays**

Exhibit spaces and display cases in Worth County Library System are used by the Library primarily to promote reading, learning and library usage. Themes for displays or exhibits may be educational, seasonal, cultural, or community focused. Community collections and/or artifacts may be featured.

Exhibits are formulated to appeal to the entire community. Selection is based on the widest community interest as space allows. The Library retains priority rights to all exhibit and display spaces for library purposes. Approval for all exhibits and displays rests with the Library Director and Library Manager.

The Library assumes no liability in the event of damage, destruction, or theft of a display. The Library does not exhibit commercial products.

The person sharing their items for each collection displayed in the library or library display case shall complete an Exhibit and Display Release form.

## Exhibit and Display Release Form

Exhibit spaces and display cases in Worth County Library System are to be used by the library to promote library collections. Collections or items to be displayed may originate from or is the property of members of the community but must be supported by the library collection. All displays must include library materials relating to the subject or theme of the items on exhibit. The Library manager will provide a description of the item or collection to be displayed and forward this information to the Director.

\_\_\_\_\_  
(Signature) I have read and understand the Exhibits Policy

I, \_\_\_\_\_, hereby lend the following works of art or other material to Worth County Library System named below for exhibit purposes. In consideration of the privilege of exhibiting materials, I release the Library from responsibility for loss, damage, or destruction beyond normal insurance coverage while they are in possession of the Library.

Exhibition to be held in Margaret Jones Public Library

Time Period: \_\_\_\_\_

Description of Materials and value:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_

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

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

## **Meeting Room Policy**

Worth County Library System provides meeting rooms at Margaret Jones Public Library as a public service to the communities for use by individuals and/or organizations:

1. The Sumner Room is available for use during and after library hours. The library provides about eight 12' rolling, ten 4' round, four 6' long, four 8' long tables, 150 chairs, and a podium. The kitchen is fully equipped with 2 ovens and 1 cook top, microwave, full size refrigerator, large capacity ice machine, and commercial dishwasher. Wireless internet and fully AV equipped, it has a 15' wall screen, 65" TV, and projector available for use. The room will accommodate 150 people seated in chairs and 100 seated at tables. It is handicapped accessible, has restrooms, and has a separate entry from the library. The room must be left clean and all trash taken to dumpster. Setup and cleanup for a fee are available upon request.
2. The Davis Room is available for use during and after library hours. It contains three conference style tables with 6 armchairs and 50 chairs. The room will accommodate 35 people seated at tables and 50 seated in chairs. Wireless internet and completely AV equipped, this room is not handicapped accessible. A small kitchen with stove, refrigerator, and microwave is available for use. Restrooms are accessible. The room must be left clean and all trash taken to dumpster. Setup and cleanup for a fee are available upon request.

These spaces are designed for use by library-sponsored programs, community and civic group activities, individuals, and the government agencies that provide continuing financial support to the library. Any and all use of this facility will be left to the discretion of the Director or Library Manager.

An application form must be completed and submitted to the Director or Library Manager for review. The Library Board of Trustees reserves the right to review any and all applications, and may demand sufficient time to make proper investigations before action is taken on an application.

No admission fees may be charged at the doors, and collections and donations are prohibited. Dues, registration, food, or material fees are permitted.

Library-sponsored activities have priority. In accepting reservations for use of library facilities, the library will not discriminate on the basis of race, color, creed, national origin, religion, age or sex.

Meeting rooms must be reserved in advance by the adult who will be in charge of the group's meeting or event. These rooms can be reserved over the telephone. The adult in charge of the meeting or event must complete a reservation request form prior to the date of requested use. The maintenance fee and damage deposit payments are due one week from the date of the reservation.

The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs. All publicity, (posters, brochures, flyers, newspaper, radio or television announcements) must carry the name of the organization sponsoring the meeting. The name/address of the library may not be used as the official address or headquarters of an organization.

The library shall not be responsible for providing any special equipment for the group's use. The group may request use of any library-owned materials or equipment in the rooms and the adult in charge of the meeting or event must be responsible for setting up any such material or equipment.

Meetings, events, programs or activities that might disturb regular library operations shall not be permitted. If a meeting or event in progress does disturb regular library operations, the library reserves the right to immediately terminate the meeting or event. The group, upon notification of a disturbance, shall immediately discontinue the disturbance or vacate the premises.

The group using the facilities must accept full responsibility for leaving the room in the same condition as it was found. The adult in charge of the meeting or event shall sign an authorization on the reservation request form agreeing to this responsibility.

Food/refreshment/beverage may be served at the discretion of Margaret Jones Public Library. Catering is permitted and encouraged.

When it is necessary for a key to be issued to the adult in charge of the meeting or event, that adult shall pick up the key prior to the library's closing time. Key Deposit is set by Margaret Jones Public Library. The key must be returned to the library on the first day that it is open immediately following the scheduled meeting for refund of deposit.

NOTHING – crepe paper, streamers, pins, tacks, nails, scotch tape, etc. – can be put on the walls, ceiling, or columns! Permanent furniture and accessories may not be moved. Your damage deposit will be taken for either of these!

These rooms will be inspected by a library staff member before and after use by the group and any damage will be reported. All costs for repairing any damage occurring during use by the group shall be paid by the group. If janitorial services are required following use, the cost of such services shall also be paid by the group.

The library reserves the right to deny future access to library facility if a group fails to comply with each and every policy.

The library will provide a complete copy of its rules concerning use of the meeting room at the time it is reserved for use and have the adult in charge sign an acknowledgment that they have read and they consent to abide by such rules.

**Marian A. Sumner Room Maintenance Fee & Damage Deposit:**

**\*Reunions, Anniversaries, Wedding Reception & Rehearsal Dinners, Birthday parties, showers, Church related dinners, Parties (example: Christmas) for Clubs or Service Groups, Commercial event of any kind:**

1 day & night - 24 hours: \$225.                      2 days & nights – 48 hours: \$325  
Set up, minor cleanup, & take down fee \$100.  
Set up, major cleanup (kitchen, dishes, pots & pans), & take down fee \$150.  
Set up & take down fee for meetings with no food served - \$75.

\*Refundable Damage Deposit - \$300: user guarantees that room will be left undamaged, trash removed, room cleaned up & tables & chairs replaced as found in closets. Furniture, lamps, & greenery cannot be moved! Deposit can be picked up on 1<sup>st</sup> working day after event or check will be shredded. Staff must check room before returning deposit!

\*Key Deposit: \$10 per key until returned

\*Bereavement Fee - \$50

\*Bereavement Damage Deposit - \$100

**\*NO CHARGE: (usually during week – not on weekends)**

Civic, Clubs, Community Groups (Humane Society, Arts Council, Family Connection, Boy or Girl Scouts, Sons of Confederacy, Retired Teachers, Meeting with no commercial value including training for Pizza Hut, Taco Bell, etc. **Any event for the City of Sylvester, Worth County Board of Commissioners, or Worth County Board of Education.** Fees are applicable for ANY meeting or gathering of a commercial nature.

The Sumner Room will accommodate 150 seated with tables – however, it is very crowded. 100 people seated with tables is very comfortable. Standing Room accommodation is 250.

For larger groups, recommend (1) Worth County Community Center – call Worth County Commission – 776-8200 for reservations & prices; (2) Worth County High School Cafeteria – Call Board of Education – 776-8600 for reservations & prices. If MAS is booked, recommend the Woman’s Club of Sylvester (will accommodate 80 seated & 125 not seated) – Call Sylvia Dinkle – 776-1188 for reservations & prices.

Tables & Chairs:

150 folding chairs                      8 - 12’ stand up/on wheels – seats 14  
4 – 6’ folding – seats 6                      4 – 8’ folding – seats 8  
10 - 4’ round – seats 5 very comfortably, 6 fine

\*Tables and chairs cannot be loaned or removed.

There are approximately 80 plates, cups & saucers, salad plates, bowls, and service of silverware. Locked cabinets with equipment are not available to the public. Caterers or food service providers may be considered on a case by case basis. Local government entities can use equipment if needed on request.



## **Davis Room Maintenance Fee:**

### **\*Showers, birthdays, Church groups, Commercial (Mary Kay, etc.):**

Maintenance Fee: \$50

\*Refundable Damage Deposit: \$100 – can be picked up on 1<sup>st</sup> work week after event or check will be shredded. Room must be checked by staff!

\*Key Deposit: \$10 per key until returned within one work week.

### **\*NO CHARGE:**

Civic, Clubs, Community Groups (Humane Society, Arts Council, Family Connection, Boy or Girl Scouts, Sons of Confederacy, Retired Teachers etc.), Meetings with no commercial value including training for Pizza Hut, Taco Bell etc., Service Groups (FSA, DFACS, etc.) **Any event for the City of Sylvester, Worth County Board of Commissioners, or Worth County Board of Education.**

Davis Room will accommodate 50 seated around walls or in rows. It is suitable for small shower, reception, birthday party for child, etc. There are 2 tables and 55 chairs available. If client needs more than 2 tables or 55 chairs - recommend Marian A. Sumner Room. No tables or chairs can be moved from the MAS room to the Davis Room.

## **VERY IMPORTANT for BOTH ROOMS!**

It is our job to try to accommodate ALL groups. However, we cannot endorse any group. Any church organization cannot be accommodated except in a limited capacity – in other rooms, no long term bookings! 2 – 3 days maximum.

**A MUST:** Get 2 contact numbers – home & cell or another person's # in the event the client needs to be contacted. We have had emergencies! Always ask what kind of meeting or event the room will be used for and document it! If group sounds fishy, it probably is.

**ALWAYS REMEMBER:** Accommodate our Supporting Government Entities for no cost or damage deposit. An authorized person from the entity will make these reservations. If individuals from the Supporting Government Entities is using a room for personal reasons, fees are applicable.

## Sumner Room Contract

Date: \_\_\_\_\_

Renter/user: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell or Work Phone: \_\_\_\_\_

\_\_\_\_\_ Key(s): \_\_\_\_\_

It is our pleasure to provide this facility and to help make your occasion as pleasant and enjoyable as possible. All occasions fit easily into the décor without moving the furnishings or changing the layout. We have provided plenty of tables, and they can all be used in the room without moving any of the existing furnishings. The Sumner Room has been planned to be of service to the community for many years in the future. Please help us to keep the Sumner Room nice for future generations by adhering to these rules:

1. Date of use is \_\_\_\_\_. Maintenance Fee of \$225 & Refundable Damage Deposit of \$300.00 have been paid. Refundable Key(s) deposit of \$10 per key - \$\_\_\_\_\_ has been paid.
2. Absolutely no furniture, lamps, greenery, pictures, or any other fixed asset can be moved!!
3. Absolutely no tape, thumb tacks, staples, nails, pins, paper clips, balloons, or crepe paper on walls, ceilings, or columns inside or outside. Only your tablecloths can be decorated. No birdseed. Violation of this rule WILL result in the loss of your damage deposit.
4. Carts with tables & chairs are extremely heavy. You will need several people to move them.
5. All trash including restroom trash MUST be removed and placed in the big dumpster in the lot of the governmental building. Trash bags have been furnished \_\_\_\_\_.
6. We do not furnish dishtowels or paper towels.
7. Any damage/abuse to Sumner Room will result in loss of your damage deposit. For any damage costs above the damage deposit, restitution must be made or **legal action will be taken.**
8. The Sumner Room must be cleaned up before you leave; this includes the grounds consisting of the parking lot, flowerbeds, and walkways. No next day clean up unless you have paid for an extra day. Likewise, no early admittance to Sumner Room will be permitted unless you have paid for the extra day. We reserve the right to check the room during your time of use for any violations.

\_\_\_\_\_  
**Renter/User**

\_\_\_\_\_  
**Library Representative**

## **Library Behavior**

The establishment of a set of guidelines for behavior in the library building is necessary to insure the existence of a safe and comfortable environment that promotes the use of the library's resources and at the same time protects the public, staff, materials, and equipment.

In order to allow each patron of the Worth County Library System to use its facilities to the fullest extent, the Library Board of Trustees has adopted the following rules and regulations regarding patron behavior:

### **Patrons will:**

1. Engage in activities associated with the use of a public library, which include: reading, studying, attending library programs, or using library materials and/or computers.
2. Respect the rights of other patrons.
3. Respect library property and treat materials, equipment, furnishings, building, and grounds with care.
4. Report criminal conduct or vandalism of any kind to staff immediately so law enforcement can be called.
5. Accompany children 7 years old and younger. At the discretion of a parent, a child aged 8 or older may be left unattended for the period of time needed to select materials, complete a homework assignment, or attend a program. The child must know how to reach the parent in case the need should arise. Children should not be left for more than two hours of time; the library does not provide daycare services. Staff shall call law enforcement to pick up children left at the library 15 minutes after closing. Adults accompanying young children who cry for an unreasonably long time may be asked politely to remove children until they have quieted down.

### **Patrons will not:**

1. Bring food or beverages into the building, exception being food served in meeting rooms.
2. Use alcohol, tobacco products, or drugs in the library.
3. Use cell phones in the library. Cell phone users should use "vibrate" in the library. If a call comes in, the patron should answer the phone and go to the lobby before continuing the conversation. Outgoing calls should be made in the lobby so as not to disturb others.
4. Be permitted to enter the building without shirt or shoes. Patrons whose hygiene is offensive so as to constitute a nuisance to other patrons may be asked to leave.
5. Bring skates, roller blades and bicycles inside the library. Bicycles shall not be left on the porch or sidewalk because they could make the entrance inaccessible or dangerous for other patrons.
6. Bring pets or animals into the library, other than animals aiding the disabled.

Persons violating any of the behavior rules may, after warning by library staff, be asked to leave the library premises. Persons who persist in violating these rules or who refuse to leave the library premises when requested will be subject to arrest and prosecution. When

the behavior of an individual constitutes a continuing disruption, the patron may be suspended from the library for a period of time determined by the Director or Library Manager. In such cases, a written notice will be mailed to the patron.

Staff may call Law Enforcement for assistance in any circumstances in which they feel such assistance is warranted.