

FENTON FREE LIBRARY COMMUNITY SPACE POLICY

Adopted: 1/25/2022

Revised: 2/25/2025

Approved by: Library Board of Trustees

Mission

Fenton Free Library serves to enrich the quality of life for a diverse population of all ages by providing resources and services which contribute to individual literacy, education and entertainment, and serve as a focal point for community activities.

Introduction

The Community Space of the Fenton Free Library is available on equal terms to any patron with a Library card who is in good standing to host small gatherings (a “Group”) to celebrate a “Qualifying event” (see list below). No other types of groups or events are permitted. Granting permission to use the Library Community Space does not imply Library endorsement of the statements, policies, or activities of any Group.

Availability:

- The Fenton Free Library Community Space is intended for use primarily by the Library for Library programs or Fenton Free Library sponsored or co-sponsored programs. The Board of Trustees or Library Director reserves the right to terminate use of the Community Space for any reason at any time.
- Maximum gathering size is 75 persons
- Available to the community on a first come, first serve basis for qualifying events. The Board of Trustees or Library Director reserves the right to terminate use of the Community Space for any reason at any time.
- Qualifying events are:
 - 1) Children’s Birthday celebrations (children 12 and under)
 - 2) Bridal Showers
 - 3) Baby Showers
- Rental requests should be made to Library Director at least 2 weeks in advance of event date.
- Any request to use the Community Space must be accompanied by the Community Space Use Application and Rental Fee. The Community Space reservation is not valid until confirmed in writing by the Library.
- Groups are responsible for following and ensuring third parties utilizing the community space follow existing safety regulations:
 - 1) Exits and entrances are clearly marked and must be kept free of obstruction
 - 2) Gatherings may not disrupt other library activities

Fees:

- Fees are payable in advance to the Fenton Free Library.
- \$50 per hour fee applies plus a refundable cleaning deposit of \$150. If there is no cleaning required by the Library after the event and if the Group has complied with all terms of this policy, the Patron Code of Conduct and the Hold Harmless Agreement, the deposit will be returned to the Group within 30 days of the event.
- Additional fees may apply.

- Cancellation must be made at least 1 week in advance for deposit to be returned. Library Director may restrict future usage if cancellation requirements are not met.

Application Process

An adult representative of the Group, who has read and agrees with the policy, must submit the Community Space Use Application and applicable fee within one week of initial request for confirmation of date.

Use and Restrictions:

- The Group accepts the Community Space in AS-IS condition, with all faults.
- All persons using the Community Space are subject to the Patron Code of Conduct.
- Use shall be conducted so as not to disturb library operations or other patrons.
- The Group assumes responsibility for participant accommodations (e.g. - assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
- It is not the intent for the Community Space to provide space on a permanent or recurring basis to support the primary activities of a group or organization.
- Groups may not publicize their meeting or event in such a way as to imply Library sponsorship or indorsement, or use the Library name, address or telephone number
- If any use will include children, an adult twenty-one (21) years or older must be present at all times.
- Prepared food and drink may be served but are not allowed outside the Community Space.
- No cooking permitted.
- Groups are responsible for room set-up and clean-up after use.
- The following are prohibited on the Fenton Free Library premises:
 - Conducting games of chance
 - Political meetings to discuss issues or conduct campaigning on behalf of or in opposition to any candidate
 - Illegal or potentially hazardous activities
 - Use of candles or open flames (cake candles to be blown out are the only exception)
 - Participating in or advertising commercial or for-profit activities
 - Smoking or vaping of any kind in the building or on Library property
 - The use of recreational drugs
 - Gambling
 - The use of alcohol, to such an extent that attendees are intoxicated
 - Any illegal activity
- Groups MAY NOT charge any fees for attendance at their events.
- No group or individual may solicit for donations within the Library except the Fenton Free Library or Town of Fenton.
- The Library reserves the right to ban any individual or group from future Community Space or Library use for violations of this policy, the Patron Code of Conduct or the Hold Harmless Agreement.

Liability

On behalf of the entire Group and its event attendees, a representative of the Group must sign a Community Space Use Application and Hold Harmless Agreement that memorializes all of the requirements contained herein and approved as to form by the Library Board of Trustees.



COMMUNITY SPACE USE APPLICATION

Use Application should be completed, signed, and submitted with the applicable fees within (1) one week of request. A patron with a Library card in good standing is required to make a reservation.

Group/Event Name: _____

Nature/Purpose of Meeting: _____

Group Representative:

Name: _____

Address: _____

Phone: _____ Email: _____

Date Requested: _____ Anticipated Attendance: _____

Event Time: _____ Arrival/Departure Time: _____

- Community Space may be booked at \$50/hour plus a refundable deposit of \$150 based on the type and size of event.

I have received, read, understood, and agree to comply with the FENTON FREE LIBRARY COMMUNITY SPACE POLICY, HOLD HARMLESS AGREEMENT AND PATRON CODE OF CONDUCT.

Signature: _____ Date: _____