



39 Bowdoin St. | Winthrop, ME 04344 | 207-377-8673 | [www.baileylibrary.org](http://www.baileylibrary.org)

# FACILITIES USE POLICY

## I. LIBRARY-INITIATED PROGRAMS

The primary uses of the Bailey Library meeting and event rooms are for Library-initiated programs that fit the following purposes: 1.) Cultural and arts events; 2.) Programs which celebrate ethnic diversity and promote inter-cultural communication; or 3.) Educational programs, lectures, workshops and seminars.

The Bailey Library affirms the American Library Association's statement on Library-initiated programs as a resource and adopts as policy the following:

- Library-initiated programs may include, but are not limited to the following types of programs initiated by library staff: lectures, community forums, performing and visual arts, participatory workshops, wellness programs, story times, continuing education, book clubs, discussion groups, displays, and presentations for social, cultural, educational, or entertainment purposes.
- Socially excluded, marginalized and underrepresented people should be able to see themselves reflected in the programs that the Library offers.
- Article II of the Library Bill of Rights states, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." Likewise, library-initiated programs should not be canceled because of partisan or doctrinal disapproval, or because of the ideas or topics of the program or the views expressed by the participants or speakers. Library sponsorship of a program does not constitute an endorsement of the program content or the views expressed by the participants or speakers any more than the purchase of material for the Library collection constitutes an endorsement of the material content or its creator's views.
- Concerns, questions, or complaints about Library-initiated programs are handled according to the same written policy and procedures that govern reconsiderations of other library resources.
- Organizations or individuals that wish to hold an event (non-Library-initiated) may make an application in writing to the Director (or designee). Allocation of the facilities will be approved, conditionally approved, or rejected by the Board of Trustees at their next regularly scheduled meeting from the time of application. The Director may approve facility use requests for exempt organizations (listed below).
- Availability of the rooms for non-Library-initiated events is generally limited to the Library's operating hours. Additional fees for overtime staffing (if available) will be assessed for requests outside operating hours.
- Article V of the Library Bill of Rights states, "A person's right to use a Library should not be denied or abridged because of origin, age, background, or views." This applies with equal force to the Library's meeting rooms and spaces designated for public use as it does to the Library's collections and services.



## II. ROOM RENTALS

Organizations and individuals may apply to use the rooms. Staff will monitor the schedule for frequent use by the same groups of individuals. Permission to use meeting rooms is revocable and does not constitute a lease, nor does it imply that the Library endorses the aims, policies, views or activities of the group, organization or business using the room. Anyone using the Library's meeting rooms must abide by the terms of this policy. All juvenile groups must have adequate adult supervision.

The fees listed below do not include staffing/overtime or janitorial/cleaning fees.

### Classification Definitions:

- Commercial (revenue): Defined as any type of commercial event where admission is charged, donations accepted, sales made, or other income derived.
- Commercial (non-revenue): Defined as any type of commercial event where no admission is charged or donation accepted, nor any sales made, nor other income derived.
- Non-profit (revenue): Defined as any 501(c) organization or activities sponsored by such groups where admission is charged, donations accepted, sales made, or other income derived.
- Non-profit (non-revenue): Defined as any 501(c) organization or activities sponsored by such groups where no admission is charged or donation accepted, nor any sales made, nor other income derived.
- Exempt: Defined as any Library sponsored event, Winthrop Public Library Foundation event, Friends of the Library event, 501(c) organization located in or doing business in the Town of Winthrop (and not classified as non-profit revenue), and the governments, departments, agencies, and committees of the Town of Winthrop and State of Maine.

### Fee Schedule:

Room	Commercial (revenue)	Commercial (non-revenue)	Non-profit (revenue)	Non-profit (non-revenue)	Exempt
Event Room	\$250/day	\$150/day	\$150/day	\$75/day	N/C
Harrington Meeting Room	\$60/day	\$45/day	\$45/day	\$25/day	N/C
1916 Meeting Room	\$45/day	\$30/day	\$30/day	\$15/day	N/C

The Library does not offer hourly fees for the rooms, but the Director may restrict the rental to a specified timeframe within a day, based on Library needs. A janitorial fee will be charged if the room is not left in the same condition it was when the renter took occupancy as determined by the Director. A staff overtime fee will be charged for events or meeting taking place outside normal operating hours. The renter shall be liable for any damages to the building or to any contents owned by the Library or Town of Winthrop during the period of use.



### III. DISPLAYS

- The Bailey Library strives to represent all viewpoints in its collection and to serve as an information center providing needed and wanted information to the community. Thus, it is the goal of this display policy to provide materials of an informative nature rather than to further the causes of any individual or group. To this end the Library welcomes outside groups and individuals to publicize through the posting of flyers, notices, posters, and pamphlets meetings and other events.
- The Bailey Library does not promote particular beliefs or views, and display or distribution of materials by outside groups does not imply sanction or agreement by the Bailey Library.
- The main purpose of the public bulletin boards and brochure racks are to serve as a distribution facility for groups and organizations such as schools, governmental agencies, quasi-public and social agencies, service clubs, and publications written, published, sponsored, or co-sponsored by the Bailey Library.
- This policy excludes materials of a politically partisan nature or that promote a profit-making organization or individual.
- Nothing in this policy shall authorize the distribution of materials by hand to patrons using the Library. It should be noted that Library display space is limited and therefore distribution of these materials must be in accordance with that limitation. First preference is given to the promotion and display of Bailey Library events. Exceptions to this policy must be approved by the Director.
- Exhibits from sources within the community may be allowed in the Library. All exhibits considered for space within the Library must support the mission of the Library and not cause disruption of the regular flow of library work and service. Set up and removal is the responsibility of the exhibitor. The Library assumes no liability for damage or loss relating to any exhibit for public viewing in the Library, and will take no extraordinary measures to ensure its safety.

### IV. HOURS OF SERVICE

- Current days and hours open to serve the public: Monday-Wednesday 10-6; Thursday 3-8; and Friday/Saturday 10-3. Decisions to close the Library during inclement weather will be made by the library Director or the Chairperson of the Board of Trustees in the Director's absence.
- Scheduled Closings: New Year's Day; Martin Luther King Day; President's Day; Patriot's Day; Saturday preceding Memorial Day; Memorial Day; Juneteenth; Independence Day; Saturday preceding Labor Day; Labor Day; Indigenous Peoples' Day; Veterans Day; Day before Thanksgiving (closing 1 p.m.); Thanksgiving; Day following Thanksgiving; Christmas Eve; Christmas Day; New Year's Eve
- If a scheduled closing falls on a Sunday the Library will be closed on the Monday immediately following.

### V. SMOKE FREE

- In accordance with the Maine Public Health Law of 2009, the Bailey Library Trustees declares it to be the policy of the Bailey Library that the premises of the Bailey Library be smoke-free on or within 20 feet of library property.
- Tobacco, tobacco products and/or other burnable products may not be used in the Library or within 20 feet of library property. This includes no smoking, other burnable products, electronic cigarettes, personal vaporizers or other electronic delivery systems.
- The Bailey Library is dedicated to providing a healthy, comfortable, and productive environment for staff and visitors and members of the community.
- The library Director is authorized to display prominent smoke-free signs.

