

## **Facility Use Policy**

### **Albion Area Public Library**

The Albion Area Public Library board and staff welcome the use of the library for meeting for patrons in the library service area. The library board may make exceptions if the members deem extenuating circumstances are involved such as:

- Disturbing library patrons in their use of the library
- Impeding library staff in the performance of their duties
- Endangering the library collection or building

The AAPL reserves the right to refuse a request if the meeting is anticipated to be unreasonably disruptive to library functions or will require a police detail or other extraordinary police protection.

The permission of a group meeting at the library does not constitute an endorsement of the beliefs, policies, or views of the group by the library staff and board.

Reservation of the Library:

- Reservations made a minimum of 30 days in advance but no more than 90 days in advance
- No charge for the meeting room and no chargeable admission by the group
- Meetings will be held during normal business hours
- Meeting room will be clean and orderly concluding the meeting or future access may be denied

The library is not responsible for any equipment, supplies, materials, or other items brought to the library by any group or individual attending a meeting. The library board and staff do not assume any liability for groups or individuals attending a meeting.

Reviewed, revised and approved: February, 20, 2024