

Chesterfield Public Library

Use of Facilities Policy

Meeting Space Use:

Library functions and community programs may meet in the library at the discretion of the Trustees and/or library staff. Following any function, the building shall be left in clean condition with all furniture returned to its proper place. A representative appointed by the library must be in attendance at any event held within the library.

Any person, or group, using the building, outside of library hours, shall acquire the key from the librarians. They key shall be returned to the circulation desk upon leaving.

Equipment belonging to the library, such as the copier, computers, etc., may be used during a function or program with the permission of library staff.

Please refrain from attaching decorations or displays to the walls or ceiling without permission of the library staff. A white board is available on request.

Serving of refreshments requires permission of the library staff.

The use of smoking materials, illegal drugs, or alcoholic beverages is prohibited.

Exhibit Areas

Chesterfield residents are invited to use the display cases for exhibits, or to hang artwork on the walls. The library staff must approve all exhibits and the length of time on display. Exhibitors and the library staff will arrange a convenient time for setting up and taking down the displays. The Chesterfield Library shall not be a selling agent for exhibitors.

Bulletin Board Policy:

The bulletin board is primarily for community functions. Individuals may use the Library bulletin board if space permits, at the Library Director's discretion.

Behavioral Rules:

Disruptive behavior on Library property will be addressed by the library staff. Persons may be asked to leave if behavior persists. If not resolved, library privileges may be revoked. Library users younger than 18 years of age, accompanied by a parent or guardian, will meet with the Library Director before reinstatement of privileges can occur.

Food – Drink:

Food and drink are permitted in designated areas..

For special occasions, with library staff approval, refreshments may be served in the library.

Pets:

Animals are prohibited in the library except for service animals.

Cell Phones:

Cell phones shall be used discretely and with respect to staff and others in the Library.