

Walhalla Public Library Use Policy

Approved September 2021

Walhalla Public Library welcomes the public use of its facilities in keeping with the Library's mission "to inform, enrich and empower every person in our community by creating and promoting easy access to a vast array of ideas and information, and by supporting an informed citizenry, lifelong learning and love of reading."

It is the policy of Walhalla Public Library Board to allow organizations and groups to use the library and its extra rooms when those facilities are not needed for administrative use, activities or programs sponsored in whole or in part by the library, and when such use does not disrupt the Library's programs and activities. Such permission is revocable and does not constitute a lease. The Library reserves the right to deny applications for use based on the availability of space, availability of staff, and frequency of use. Permission to use the library does not imply library endorsement of the aims, policies, or activities of any group or organization.

The Walhalla Public Library does not discriminate in making its premises available for use on the basis of age, race, color, creed, religion, veteran status, national origin, sexual orientation, marital, familial, gender identity, political ideology, ancestry, or the presence of any sensory, mental, or physical disability.

The Walhalla Public Library has priority for use of all its facilities and meeting rooms, and reserves the right to preempt any scheduled meetings.

The Walhalla Public Library reserves the right to attend any meeting held in its facility to ensure no unlawful activities are occurring on library premises.

No special privileges are extended to organizations to which staff members belong.

This policy reserves to the library board the authority to review and modify permission to use library facilities. The library board has the authority to develop and implement procedures and practices which carry out the provisions of this policy.

Fees for Library Use

As part of its fiduciary responsibilities, the Walhalla Public Library Boards must review and approve all fees charged by the Library, including facility rental fees and staff service fees.

The Walhalla Public Library reserves the right to collect payment for costs incurred in the use of any of its rooms or rented spaces, and to collect for any damages users caused to the facility.

During library operating hours no fees for use of the library space will be charged, though damage fees may apply.

Library may charge rental fees according to the usage. If extra staffing is required or extra cleanup is required, fees may be charged. Reservations are filled on a first-come, first-served basis.

Group use of the Walhalla Public Library

- **Free library Use:** --The Library and its rooms are available at no charge to non-profit groups, to businesses, private individuals or private groups for meetings – Monday through Friday from 11 pm. to 5 p.m. as long as no admission fee, vendor fee and/or donation is requested or received and no damages or excessive cleaning is required.
- **Fees will be charged to** – non-profit groups, to businesses, private individuals or private groups whose events or meetings involve admission fees, vendor fees or donations. These events may or may not be open to the public
- **Fees will also be charged to cover the cost of hiring librarians or cleaning staff** when meetings occur outside of regular Library operating hours. These events must have a librarian or board member present. The events can include private parties, receptions, meetings, seminars or workshops. The Walhalla Library Board will calculate the library's expenses for these events and set an appropriate rate depending on the amount of time the group will be using the building. The board will approve the fees on an individual basis. All assessed fees must be paid in advance, however, additional fees for extra cleaning or damages done to the building will be calculated after the event. The organization sponsoring an event must agree in writing to pay for additional costs for damages.
- **No library keys will be given to individuals or groups for their events.**

Food and Beverages

Food and beverages may be served at meetings or events however, alcohol is prohibited in the Walhalla Public Library unless a special permit is granted.