



SOUTHWEST HARBOR PUBLIC LIBRARY USE POLICIES

Clark Room use and price guidelines:

Pre-scheduled meetings of Library Trustees and Staff take precedence

- Not-for-profits may reserve and use the Clark Room at no charge.
- For-profits charging a fee for their services may reserve and use the Clark Room at a charge: 10% of the gate or \$15.00 (which ever is higher) per use.
- Tutors may not reserve the Clark Room but if the room is available at the time they want to use it they are welcome to use it at no charge.

Holmes Room use and price guidelines:

Trustee-run meetings and events take priority over all other programs

- Library programs for the public take precedence over private and individual use of the space.
- Private use of the Holmes Room for receptions must be scheduled when the Library is not open to the public and must be approved by the Director with a mutually agreed upon fee.

Children's Garden use:

Library sponsored programs take priority; the public is welcome to enjoy the use of the Children's Garden when the Library is not using the space

- Care must be exercised to keep it litter free.
- Dogs on a leash are welcome to accompany their owners into the Children's Garden.
- Dogs are not allowed to get up on the tables.
- Dog poop must be scooped.

ALL OF THE LIBRARY GROUNDS ARE SMOKE-FREE

Adopted at the Annual Trustee Meeting on January 21, 2014