

# WESTFORD PUBLIC LIBRARY BUILDING USAGE POLICY

The Westford Public Library Board of Trustees believes that the Westford Public Library should serve as a center for community, educational, cultural, and social events and gatherings, and, to this end, encourages the use of the building.

## GUIDELINES:

1. Building usage requests will be reviewed on a first-come-first-served basis.
2. Authorization for use of the library will be granted only for times when use will not interfere with regular library hours of operation or previously scheduled events. Library-sponsored events will be given first priority.
3. Smoking on library property is strictly prohibited.
4. No admission fees will be charged for activities taking place within the library.
5. The Board shall provide equal access and shall not discriminate against any group based on the purpose for which a group is organized.
6. The Board may limit commercial use.
7. Applicants will be provided with the Building Use Application, which includes procedures for handling bodily fluids, and will pledge to honor these rules and regulations by way of making an application. Additionally, applicants are compelled to report in writing to the librarian or his/her designee any blood incidents that may occur during the applicant's building use. Included in this written notice should be a detail of the affected locations of the building.
8. The use of the library facilities is under the direct control of the librarian, subject to the limitations imposed by the Board of Trustees. The Board retains the ultimate right to authorize or deny use of the facilities and to impose fees (eg. damage, cleaning).
9. For insurance and security purposes, applicants who wish to use the Library must obtain the key from the librarian or town clerk during normal business hours. This key must be returned immediately after use. Applicants may wish to check with the Town Clerk's office to confirm the office's availability for the applicant's schedule. Keys will not be given to building users except under very exceptional circumstances that must be approved by the chair of the Board of Trustees.

**This policy was revised and approved by the Board of Trustees  
of the Westford Library in October 2016.**