



Facility Usage Policy

For the purposes of this policy, any references to facilities includes any property of the library, including the Davis House, grounds, furniture, and equipment.

Users of the library facilities agree to use utmost care in the use of library facilities and agree to leave library facilities in good, clean condition. Users are responsible for set up and clean up (being defined as restoring the space to the condition found upon arrival).

In the event of damage to the library facilities, responsible parties shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the library Board of Trustees or their designee and shall pay the library for such repair and replacement costs upon demand.

Those using the library facilities agree to release, protect, defend, indemnify, and hold harmless the Hampshire County Public Library and its trustees, employees, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any library facilities.

Use of facilities:

- The library reserves the right to schedule other activities and events in other parts of the library facility.
- For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
- Users may not take any items from other areas of the library without permission from the Director.
- The use of tobacco products, alcoholic beverages, or drugs is strictly prohibited on library premises.

Use of the Kitchen:

- Kitchen space shall be cleaned after each use. Any spills should be cleaned up. The cabinet tops should be wiped down and the floors should be swept.
- All dishes and utensils used shall be washed, dried and returned to appropriate cabinet space.
- All trash shall be removed to trashcans.
- No food or beverages shall be left in the refrigerator or freezer.

Use of the Bathroom:

- Toilets must all be flushed.
- Floors shall be cleared of any paper products or other trash.
- Sinks shall be checked for debris and wiped down if necessary.