

## Building Usage

Date of Last Revision: 10-2024

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The Wabeno Public Library will be available to area individuals and organizations for meetings and programs during times when it is not otherwise being used for library activities. Library events have priority for use of the building. The building is available for use between 8:00 a.m. and 9:30 p.m..

Library access is granted to all on an equal basis regardless of doctrine. Library sponsorship of, or permission to hold, any meeting, presentation, or other use of its facility does not constitute an endorsement of the users' policies or beliefs. Revenue-generating activities hosted by for-profit entities are not allowed. Profit-making organizations sponsoring an educational program of a non-profit nature will be permitted to use the building provided the meetings are open without fee to the general public. The use of library grounds and facilities shall not be granted for any purpose which is prohibited by law.

While there is no fee for use of the Library, please be aware that the Library does incur additional expenses such as heat, lights, and cleaning. If you are able, please consider a tax-deductible donation to help defray these costs.

Refreshments may be served and shall be provided by the user(s). Use of tobacco products, vaping products, and/or alcohol are not permitted in the building or anywhere on library grounds.

The Library must be left clean and in good order. Users are responsible for straightening after each use: replace table and chair configuration; wipe off tables; clean floor; turn off lights; and lock doors. User(s) is responsible for removal of trash from the building and will be responsible to pay for any clean-up or damages to the facility.

The Library does not assume any liability for groups or individuals attending a program at the library. User(s) of the library are personally responsible for all injuries, damage, theft, or vandalism that may occur during or as a result of the event.

Usage of the Library facilities will be permitted after permission is requested through a Building Usage form by a responsible individual, organization, or group of citizens and has been approved by the Library Director. Permission must be granted by the director before using library computers equipment, and the director should be informed of equipment or supplies that will be brought to the Library by any group or individual meeting.