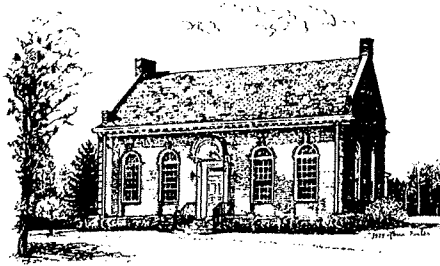


Prince Memorial Library
266 Main Street
Cumberland, Maine
04021-9754



Tel: (207) 829-2215
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www.princememorial.lib.me.us
inquiry@princememorial.lib.me.us

To: Library Advisory Board
From: Thomas Bennett, Library Director
Date: November 12, 2008
Re: Advisory Board Meeting Wednesday, November 19, 2008

Agenda:

Resignation of Bill Hayes

Facility use policy, specifically:

“civic, cultural, educational or informational nature” (What about religious?)

“Smoking...prohibited” (Do we need formal No Smoking policy?)

Other considerations?

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Policies and Rules for Use of Library Facilities

1. Library facilities are available to area organizations and other groups for presenting programs or holding meetings of a civic, cultural, educational or informational nature during normal library operating hours as follows:

Tuesday through Thursday: 9 a.m. to 8 p.m.

Friday: 9 a.m. to 5 p.m.

Saturday (September-May): 9 a.m. to 4 p.m.

All meetings must end 15 minutes before the library closes.

2. Arrangements for use of library facilities are to be made through the library. The Use of Facilities Agreement must be completed and returned to the library at least 48 hours prior to use of the space.
3. Groups and individuals using library facilities are expected to conform to general library behavior guidelines.
4. Groups and individuals using library facilities are responsible for any damage to facilities and equipment and will be required to pay for repair and/or replacement of such. Library facilities are expected to be left in the condition in which they were found by the groups and individuals using the facilities.
5. Smoking and alcoholic beverages are prohibited in Prince Memorial Library and on library grounds.
6. All food and beverages to be consumed by groups and individuals using library facilities must be served and consumed in the library's Prince Room, and may not be taken into the Cumberland Wing.
7. Prince Memorial Library has limited parking facilities. Groups and individuals using library facilities for meetings are required to park in the further reaches of the library's parking lot, so library patrons can continue to use the library without being inconvenienced.