

YORKTOWN-MT. PLEASANT TWP. PUBLIC LIBRARY
COMMUNITY USE OF THE LIBRARY

1. On occasion, the Library may serve as a meeting place for community organizations. Public use will be restricted to small groups during library hours of operation. No after hours use will be permitted except programs offered by the library. Arrangements should be made with the Director. Final approval will be granted by the Director and reported to the Library Board of Trustees.
2. Groups using the library are responsible for set-up and any special needs for this use. The group is also responsible for putting the area used back the way it was prior to the meeting. Any damages that occur to the library or library property will be the group's responsibility. The group is required to compensate the library for those damages in a timely manner.
3. The following types of groups may apply for permission to hold meetings in the library:
 - Small non-profit community groups
 - One-on-one tutoring – See addendum: *Use of Library Facilities for Tutoring*
 - Public education programs sponsored by community groups
 - Other types of groups will be considered on a case by case basis (final approval is the responsibility of the Director and the Library Board of Trustees)

No admission charge may be made for meetings held at the Library. No buying or selling is permitted, without prior approval from the Director. Membership dues and/or registration fees covering the cost of materials or speakers are acceptable. Library staff will not be responsible for the collection of such fees.

4. Persons or groups wishing to meet in the library shall read and understand this policy, read and understand the Patron Code of Conduct, and complete, sign and submit an Application for Community Use of the Library. The Director will review the application and notify the contact person of a decision in a timely manner.
5. Groups may request the small conference room at the back of the library, however, the Director will determine the best location for each group to meet based on the type of meeting, availability of the conference room, and other activities taking place in the library at the same time.
6. Food and drinks may be permitted in the conference room, however, the area must be returned to its original condition as listed in #2 above.
7. There is no charge for use of the library as a meeting place, however, if any damage occurs, the group is responsible for any repairs or replacements as listed in #2 above.

COMMUNITY USE OF THE LIBRARY
ADDENDUM
USE OF LIBRARY FACILITIES FOR TUTORING

Yorktown-Mt. Pleasant Twp. Public Library recognizes that children sometimes need tutoring (additional personal instruction) for school subjects. We wish to cooperate with individuals involved in tutoring services. In most instances, tutoring must take place in the common area of the library. On occasion, tutoring can take place in the back conference room if approved by the Director and no other meetings are scheduled in the conference room. Please be reminded that library staff does not provide baby sitting services.

The Library Board of Trustees establishes the following rules for those involved in tutoring services in the library:

Tutors

1. Must make arrangements with the library Director concerning days and times available before initial session.
2. Must stay with students until parents pick the students up.
3. Must conclude sessions at least 10 minutes prior to the library closing.

Students

1. Must obey library rules while in the library.
2. Prior to tutoring session, must have made arrangements to be picked up by a responsible adult at conclusion of session.

Parents/Guardians

1. Must pick up students at conclusion of session, or if remaining in library.
2. Keep self and siblings in separate area from tutoring session.
3. Must monitor siblings while tutoring session is in progress.