

## **D. A. HURD LIBRARY COMMUNITY SPACE USE POLICY**

The D. A. Hurd Library's community spaces are available for functions that align with the library's mission: to offer the resources and encouragement necessary to promote the joy of reading, increase awareness of the world, broaden cultural horizons, and foster life-long learning; to provide a comfortable and welcoming place for all members of the community.

Community spaces are available on a first-come, first-serve basis by reservation with priority given to library-sponsored programs and events. The needs of the library take precedence. Applications for reservations will be reviewed by the Library Director. The Library Director reserves the right to deny an application for any reason.

No fee is required for the use of community spaces during normal operating hours. However, the library welcomes voluntary donations. Applications for reservations outside of normal operating hours may incur a charge.

Community groups and sponsors of educational, cultural, and civic events are welcome to use the community spaces subject to availability, adherence to this policy and the following guidelines:

- Applicants will contact the Library Director and submit their completed Community Space Reservation Form.
- Reservations for use must not discriminate by race, color, national origin, sex, religion, age, disability, sexual identity or orientation, or other class protected by law.
- Attendance is limited to the capacity of the community space. Room exits and corridor access must remain open at all times.
- Community spaces are not available for commercial or for-profit activities. Programs, meetings, or events must be free of charge and not held with the intention of generating revenue. Fundraising activities for the benefit of any person, group, or agency other than the library are not permitted. Artists performing at library-sponsored events may be permitted to offer works of their own artistry for sale to the public at the time of the event.
- The leader of the group using the community space, who must be an adult over the age of 18, is responsible for the orderly conduct of the group which will comply with the D. A. Hurd Library's Behavior Standards. Children must comply with the D. A. Hurd Library Children's Behavior Policy & Supervision Guidelines.
- Usage of the community space shall not impede a patron's ability to access library materials nor disrupt library operations.
- Groups are responsible for arranging chairs, tables, and other equipment to meet their own needs. Groups will return the room to its original state before leaving the community space. All trash and/or litter shall be picked up and disposed of properly.
- Community spaces must be vacated fifteen (15) minutes prior to closing unless arrangements for after-hours use have been requested and approved.
- Requests for reservations outside of normal operating hours will be evaluated on a case-by-case basis. A minimum of one (1) staff member must be present for community space usage outside of normal operating hours.
- Serving food and/or drinks in library community spaces is strictly limited to light refreshments which require no preparation in the library. Groups serving refreshments are responsible for providing all serving equipment and for clean-up following their reservation.

- Smoking and alcoholic beverages are strictly prohibited.
- The library is not responsible for lost or stolen items.
- The name, address, or telephone number for the library may not be used as the official address, headquarters, or point of contact of any organization.
- Signs, displays, or promotional materials for display in the library must be approved by the Library Director.
- Any publicity referencing an event held in a library community space must clearly identify the sponsoring group. The library's contact information and/or logo may not be used. Groups shall not infer or imply library sponsorship or endorsement and must provide their own contact information for participants.
- Permission to use library community spaces shall neither constitute nor imply the library's co-sponsorship for the event, or its endorsement of any group's policies, beliefs, or programs.
- The library reserves the right to cancel or reschedule any reservation.



**D. A. Hurd Library**  
**41 High Street**  
**North Berwick, ME 03906**  
**(207) 676-2215**  
**www.dahurdlibrary.org**

## COMMUNITY SPACE RESERVATION FORM

I have read the policy for use of community spaces of the D.A. Hurd Library. The organization releases the D.A. Hurd Library from any and all damage to person or property suffered upon the premises and agrees to hold the Library Board harmless from all claims of damage to person or property sustained upon the premises during the term of this agreement.

The signature below indicates that the D. A. Hurd Library Behavior Standards and Children's Behavior Policy & Supervision Guidelines have been received & reviewed.

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_

Approximate # of participants \_\_\_\_\_ Adults \_\_\_\_\_ Youth \_\_\_\_\_

Community Space Requested

- Front room (seating only)
- Front room (tables/chairs)
- Front room (entire)
- Young Adult Room
- Children's Room
- Remote Work Space ( Expected Fall 2026)

Name of Responsible Person Making Reservation \_\_\_\_\_

Address \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Time Requested \_\_\_\_\_

Signature \_\_\_\_\_

Reservation Taken By \_\_\_\_\_

Library Director Approval \_\_\_\_\_

February 12, 2026: This policy replaces the Meeting Room Policy adopted June 11, 2013.