

PUBLIC SPACES

THE KAREN A. GARAFALO CULTURAL CENTER

The Karen A. Garafalo Cultural Center (CC) of the Philmont Public Library (Library) shall be reserved primarily for Library programs and any activities associated with the Library during Library hours and Friday evenings. In the event of conflicts, Library events shall take precedence over non-Library functions. When not in use for scheduled events, the CC shall be available for use by nonprofit groups and for other events and programs done for the benefit of the Library and/or the community, at the discretion of the Director, with regular oversight provided by the Board of Trustees (BOT).

Patrons using the CC must be over 12 years of age unless supervised by an adult. Exceptions may be made at the discretion of the Library staff.

Prior to using the CC, all individuals or group leaders interested in scheduling an event must fill out an Application Form (Appendix A), a Use Agreement Form (Appendix B), and then sign a Space Reservation Form (Appendix C).

Artists interested in having their work displayed in group or solo shows should coordinate their applications with the Arts Committee.

The allowance of food and/or drink in the CC shall be at the discretion of the Library Director.

Guidelines for donations for events in the CC can be found on the Use Agreement Form (Appendix B).

All individuals and groups using the CC shall be responsible for the removal of all items brought in and the complete clean-up of the room at the end of each use. The condition of the room and the configuration of the furniture should be the same as they were prior to that use. If the room is not left in satisfactory condition and additional clean-up is necessary, an appropriate fee shall be charged to cover the cost of the clean-up.

All individuals and groups using the CC shall be responsible for any and all damages incurred during its use.

During a pandemic, the Pandemic Protocol Policy shall take precedence over all other provisions of this policy.

THE DOT BOWES PAVILION

The Dot Bowes Pavilion on the grounds of the Philmont Public Library (Library) is closed from dusk to dawn, unless being used as part of a Library program.

The following are **not** permitted: alcohol, smoking, drugs, skateboards, bicycles, roller blades or skates.

Violence, bullying, and/or weapons of any kind, including children's toy weapons, are prohibited.

Use of the facility and/or equipment shall be subject to the approval of the Library Director.

This is a "carry-in, carry-out" facility. What is brought in should be taken out upon leaving.

Cleaning up after pets is required of pet owners.

During a pandemic, the Pandemic Protocol Policy shall take precedence over all other provisions of this policy.