

# **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 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 and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.

## THE DOT BOWES PAVILION

The Dot Bowes Pavilion (Pavilion) and grounds of the Philmont Public Library (Library) shall be closed from dusk to dawn, unless being used as part of a Library program or an event previously approved by the Director.

The Pavilion and surrounding grounds of the 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 functions shall take precedence over non-Library events. When not in use for Library events, the Pavilion may be scheduled 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).

Prior to using the Pavilion, 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). Guidelines for donations for events in the Pavilion can be found on the Use Agreement Form (Appendix B).

When the Pavilion and surrounding area are not being used for Library programs or other previously scheduled and approved events, they are open for public use as long as all people using the Pavilion and the surrounding area abide by all conditions of this policy.

Use of the Library's grounds and/or equipment shall be subject to the approval of the Library Director.

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

The allowance of food and drink in and around the Pavilion shall be at the discretion of the Library Director.

The following are **not** permitted in the Pavilion or anywhere on Library grounds: alcohol, smoking, drugs, skateboards, bicycles, roller blades or skates.

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

The Pavilion is a "carry-in, carry-out" facility. What is brought in should be taken out upon leaving. All individuals and groups using the Pavilion and all other areas on the Library grounds shall be responsible for the removal of all items brought in as well as for the complete clean-up of the area at the end of each use. The condition of the Pavilion and surrounding area should be

the same as they were prior to that use. If the area 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.

Cleaning up after pets on Library grounds is always required of pet owners.

During a pandemic, the Pandemic Protocol Policy and the Pandemic-Specific Policies shall take precedence over all other provisions of this policy. See Appendix H.