

CANTON FREE LIBRARY PAIGE ROOM POLICY AND PROCEDURES

BEFORE YOU LEAVE, PLEASE COMPLETE THE CHECKLIST ON THE REVERSE SIDE OF THIS SHEET.

The Canton Free Library Board of Trustees neither endorses nor advocates the viewpoints of Paige Room users.

The Paige Room is named in honor of Josephine Paige, Canton Free Library's first librarian who served from 1896 until 1910. The library makes the **Paige Room, the kitchen and its contents** available throughout the year to community **non-profit groups**.

Preference is always given to library sponsored programs.

Private individuals and commercial groups may use the room at the discretion of the Director and only if the program proposed is educational, no admission fee is charged, and the program is open freely to the general public.

Groups meeting on a regular basis may request that they be permitted to store items in the kitchen. These items must be marked with the group's name, kept neatly in one area for use by that group only.

The Director has the right to refuse the use of the room when a group previously has not complied with the regulations described below.

FEES Each group must pay a fee as defined below:

\$20.00 for up to and including 4 hours; \$25.00 if kitchen is used to prepare and/or store food

\$35.00 for more than 4 hours; \$40.00 if kitchen is used to prepare and/or store food

Refer to the After Meeting Checklist on reverse to determine cleanup tasks expected.

HOURS BOOKED If a group meets when the library is closed, a key to the front door must be picked up on **the day of** the meeting. If it is a weekend reservation, the door key must be picked up on Friday. Hours available for booking are 9am-10pm daily (alarm sets automatically at 10pm).

KEYS Any library **keys** used must be returned in the bookdrop when the library is closed or at the Circulation desk during open hours.

CONTACT INFORMATION All Paige Room reservations are made with the Director or Assistant Director. Each group must leave the name of a contact person, a telephone number, hours requested, and an approximate number of people expected in the group.

CANCELLATION NOTIFICATION As a courtesy, please call the library to cancel the reservation if a meeting is cancelled. This frees the room for use by other groups.

ELEVATOR (LIFT) USE A special key is required to use the hydraulic lift. Please notify the Director /Assistant Director if you will need this key.

SECURITY ALARM INFORMATION It is very important that the contact person convey to group participants that the library has an alarm system. Groups using the Paige Room when the library is closed may not access the main library for any reason, or the alarm will sound and Canton Village Police will be called in.

NO SMOKING! NO ALCOHOL! There is no smoking permitted anywhere in the building. This regulation is in compliance with the Village Code for Public Buildings. Alcoholic beverages may not be consumed on the premises.

EXCESSIVE NOISE that disturbs the patrons and staff upstairs will not be tolerated. The group may be asked to terminate its use of the Paige Room.

DAMAGE EXPENSES Any damage to the building or furnishings caused by group participants will be repaired at the expense of the group.

LIABILITY The Canton Free Library is not responsible for equipment, supplies, or other items owned by a group and used by them in the library.

**AFTER THE MEETING
CHECKLIST**

Group using the Paige Room _____

Person in charge of group _____

Date(s) used _____

Time and duration of meeting _____ Attendance _____

Please check off each item below if and put this form in the bookdrop with the key or return to the Front Desk:

___ 1. All rooms should be left in the condition they were found in. Tables, chairs, cords, projector screens, dishes and any other items used by the group should be put away. The kitchen and restrooms must be left in clean condition.

___ 2. The thermostat must be set at 68 degrees.

___ 3. Make sure all lights, including the restrooms, are turned off (except the entranceway light, which is on a timer).

___ 4. For groups using the kitchen, MAKE SURE STOVE AND OVEN ARE TURNED OFF.

___ 5. Excessive trash must be removed by the group.

___ 6. The Paige Room door should be locked and keys put in the bookdrop.

___ 7. FRONT DOOR MUST BE LOCKED AND LATCHED. Please check carefully to make sure it has closed.

Please be considerate of other groups and library users! Failure to observe Paige Room rules may result in a group being denied further use of the room. We appreciate your cooperation in helping us maintain this quality service for local residents.

Sincerely,

The Canton Free Library staff