

## CORTLAND FREE LIBRARY PROGRAM USE POLICY

Programs and meeting can be scheduled at the Cortland Free Library under the following guidelines:

1. This is a Free Library. Our goal is to preserve our mission. While we welcome local businesses we do not wish the library to become a place of business. Our goal is the education and entertainment of library visitors. All sales are to be approved in writing by the Library Director prior to the event. We request that 10% of all sales be donated to the library to help support our mission.
2. Programs and meetings will only be scheduled during regular library hours. Please allow for clean up time. No one may stay in the library after closing to clean up. Staff often cannot stay late to help clean up after a program.
3. Scheduling is to be approved by the library director at least two weeks in advance.
4. Food and drink are discouraged but can really make a difference in attendance. All food or drink is to be approved by the library director in writing and in compliance with the Cortland County Health Department Guidelines <http://cchd.cortland-co.org/index.php/program-operators/food-facility>
5. Organizations are expected to move tables and chairs to their specification and to return the furniture to its original places and clean up as needed, a vacuum cleaner is available.
6. All papers and equipment are to be cleared when meeting is finished.

The Cortland Free Library Board of Trustees reserves the right to review and approve any and all requests for program room use.