

Hartford City Public Library

Community Green Space Usage Policy

Restrictions

Please Initial

_____ No admission may be charged and no products or services may be advertised, solicited or sold without the express written consent of the library's director.

_____ Groups cannot use the library's name, address or telephone number as their official address or contact information.

_____ Groups may not publicize their event in such a way as to imply library sponsorship.

_____ Individuals may not smoke, consume alcoholic beverages, or cook on the Community Green Space.

_____ The library is not responsible for equipment, supplies, materials or any personal property owned by those sponsoring or attending events on the Community Green Space.

_____ Use of the Community Green Space shall not conflict with normal library operation or with library sponsored meetings, programs, or activities. Groups will adhere to the Library Code of Conduct.

_____ Community Green Space users are responsible for leaving the property in the same condition as originally found. A fee will be charged in the event the property is not returned to its original state following an event.

_____ No vehicles are allowed on the grass in the Community Green Space. All cars must be legally parked in a parking lot or legally parked on the street. During library operating hours, cars should NOT park in spots marked "For Library Use".

_____ The event organizer assures that no person shall, on the grounds of race, creed, color, national origin, or sex be excluded from participating in any activity for which the Community Green Space is used.

Denial of Privileges

No group will be permitted use of the Community Green Space if that use poses a potential disturbance to the normal operation of the library (e.g. excessive noise, a safety hazard, or a significant security risk). The library director may also deny the use of the Community Green Space to groups that violate the Community Green Space Usage Policy.

Insurance Requirements

Use of the Community Green Space requires the Hartford City Public Library to be included as an additional insured on the renter's insurance policy. A copy of this insurance policy must be submitted to the Hartford City Public Library before approval will be granted to use the Community Green Space.

Last Updated: 9/16/15

Disclaimer: Permission to use the Community Green Space does not imply library endorsement of any group or organization.