

**ASHTABULA COUNTY DISTRICT LIBRARY
PUBLIC SERVICES POLICY**

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POLICY:	PS	GROUNDS USE POLICY
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Use of the Ashtabula County District Library’s (ACDL) grounds (4335 Park Avenue, Ashtabula and 860 Sherman Street, Geneva) is permitted provided such use does not interfere with normal activities of the Library and the dates requested for the use of the grounds is open.

Approval of the use of the grounds does not constitute or imply library endorsement of any group or individual, their mission, or their positions. Groups using the library’s grounds may not advertise the event in such a way as to imply endorsement.

The Library Board of Trustees is authorized to refuse any request or cancel any activity if the activity does not conform to the use, intent, or restrictions outlined in the policy.

All groups or organizations using the library’s grounds shall read the library’s grounds policy and execute and fill out the Library’s “Request for the Use of the Library Grounds” form and complete a “Waiver of Liability.”

Each group or organization shall agree to hold the ACDL Board of Trustees and its library staff and library volunteers harmless from and to indemnify them against all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of such group’s use of the Library grounds. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damages to the library grounds; the costs of employee overtime, if occasioned by the use of the library grounds; the cost of police protection, if deemed necessary by the Library Board of Trustees; and any claim asserted by any third person against the Board of Trustees and staff on account of any alleged injury causally related to the use of the library grounds, together with defense costs including reasonable attorneys’ fees.

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The “Waiver of Liability” form shall also constitute a release by the group or organization and each and all of its members of any claim against the Library Board of Trustees and its library staff for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the Library grounds, except insofar as such injury or damage is directly and solely caused by intentional misconduct of any person belonging to or acting on behalf of the Library Board of Trustees and its library staff.

The Ashtabula County District Library Board of Trustees reserves the right to require any applicant/group to supply a certificate of insurance, from an insurer licensed to do business in Ohio, in such amount and in such form as the Library Board of Trustees may reasonably deem appropriate, such amount not to exceed \$300,000.00 naming the Library Board of Trustees as an additional insured, and covering damage to the library building, grounds and collection and injury to persons occasioned by the meeting. Such certificate shall evidence that the insurance it represents is not cancelable except on at least ten (10) days written notice to the Library Board of Trustees. In the event of such cancellation, the library grounds reservation shall be canceled unless the group or organization forthwith substitutes a new insurance certificate meeting the aforesaid requirements.

A bonafide community event must obtain permission from the Library Board of Trustees to use the grounds.

Use of the library grounds before or after library hours must be requested 30 days before the event or use. A fee of \$25 per half hour will be charged.

All users of the grounds should pay close attention to personal property and valuables. The Library is not responsible for theft of or damage to personal property.

Groups and organizations will be responsible for leaving the grounds in such a condition that another group could use them immediately afterwards.

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All use of library grounds, including parking areas and lawn, are for the use of library patrons and library-sponsored events.

For events that require significant use of the parking lot, a representative of the group making the request must also meet with the Library Director. Areas that will be discussed will include fencing, liability, insurance coverage, and any other concerns of the Library.

None of the library's grounds may be used for commercial or business activity for the sole purpose of making a profit for a private benefit of any of the group's members.

No fundraising on library grounds, except by the Library.

No admission may be charged, nor items sold, except by the library or library-sponsored event.

No animals, except for service animals, are permitted on the grounds, unless it is a library-sponsored event.

Group members agree to abide by the ACDL Code of Conduct.

Use of food and drink may be restricted by rules of the library.

Use of any library equipment, chairs, tables, restrooms, etc. is not permitted.

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When children are in attendance at programs on library grounds they must be under the control of their parents or guardians and are not permitted to roam freely on the grounds.

The use of the Gazebo at the Geneva Public Library will be considered on a case-by-case basis.

No use of staples, tacks, pushpins or nails to hang/display items inside or outside of the gazebo or on/in the library buildings/grounds are permitted.

Donations either financial or “in kind services” are gratefully accepted.

Any questions regarding this policy should be directed to the Library Director.