

## **RE: USE OF THE LIBRARY PORTION OF THE CENTRE PROPERTY**

The following protocol is now in effect for all groups wishing to use the Library portion of the facility.

**Any group using the Library after hours for Changing/Staging/Recording Room:**

- 1. Is not to use or move any computer/copier without explicit permission from the Librarian or the Councilman in charge.**
- 2. Is to remain outside the Library desk counter area/Librarian Office/Computer room without explicit permission from the Librarian or Councilman in charge.**
- 3. Must provide adequate supervision of children and minors at all times.**
- 4. Must return to their original location any physical property that the Library Trustees/Town have allowed the use of (chairs, toys, etc.).**
- 5. Must dispose of any garbage generated to the dumpster outside the building.**
- 6. Must report any damage or broken items to the Librarian or the Councilman in charge.**
- 7. Is not to bring food or beverage inside any portion of the building.**

**Use of the Library Portion of the Building is a courtesy.**

**Any group that does not adhere to this protocol may find this portion of the facility off limits, as well as, any use of the remainder of the building in jeopardy. Said determination is at the discretion of the Councilman in charge with leave to appeal to the Town Board.**

**Adopted: August 31, 2006**