FLETCHER MEMORIAL LIBRARY: Community Meeting Space Policy

Fletcher Memorial Library [FML] is pleased to make our Community, Historical, Activity Room and Kitchen available for use by **Non-profit** 501 (c) 3, and **For-Profit** organizations within our service area of Ludlow, Plymouth, Mt. Holly and Cavendish. There is no fee for Non-Profits. For-Profit entities have a suggested donation of $50.

FML space is available for the purpose of education, community outreach or support. Requests filled are based upon availability, during or after FML hours. Meetings may not interfere with library operations, patrons, or adversely affect the library atmosphere. See any library staff for space requests with approval w by the library director. FML policy is signed in agreement by the organization wishing to use Fletcher Memorial Library's community space. FML does not offer our space to special interest political or religious organizations.

FML is a 501 (c) 3 PF with complete governance by our Board of Trustees. We are not a Municipal Department. All donations are tax deductible.

GROUPS OR INDIVIDUALS USING FML SPACE ARE REQUIRED TO ADHERE TO LIBRARY POLICIES.

- While using our space **NO FEE** may be charged to attendees by your organization.
- If requested by staff **For Profit** organizations must provide a **Certificate of Insurance.**
- A **Designated Member [DM]** of the organization requesting our space is accountable for the meeting.
- Room set-up and break down is the responsibility of the DM.
- The DM may request to be shown how to operate the lift. Our REAR ENTERANCE is to be used to enter and exit the library.
- During Library Hours, the DM is required to check-in/out at the Main desk.
- FML space is to be left as it was found – clean, neat and with trash removed.
- For emergency use – there is a phone in the Kitchen.
- ***Alcohol, Tobacco and Drug use is PROHIBITED inside or outside on library property or consumed during any function in the library or on library grounds.***

Reviewed, Revised and Adopted: April 2026
Fletcher Memorial Library Board of Trustees

Fletcher Memorial Library Community Space Agreement

Organization /Individual _____

Contact/Person Responsible: _____

Address: _____

_____

_____

Date/Time Space Requested: _____

Phone: _____

By reading and signing this document, I/we agree to the above Library Community Room, Historical Room, Activity Room and Kitchen Use Policy.

Name: (please print) _____

Signature: _____ Date: _____

Library Director: _____ Date: _____

Reviewed, Revised and Adopted: April 2026
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