

Thomas Crane Public Library

Private Event Policy

The Board of Trustees of the Thomas Crane Public Library may consider and/or approve use of Library facilities for private events when such use is in the best interests of the library. The allowance of private events will result in additional, and necessary, funding to support Library facilities, while expanding public access to these community resources.

The Board of Trustees of the Thomas Crane Public Library, or its designee, approves all usage of Library facilities for private events.

The Board of Trustees delegates authority to the Director of Libraries or his/her designee to develop and administer private event procedures and private event pricing. This delegation includes the following reservations:

- No application shall be approved if the proposed use is likely—in the reasonable judgment of the Director—to be unreasonably disruptive to regular library functions, too large for the event space room capacity, disorderly or dangerous to persons or property.
- The Board of Trustees, acting through its Director, reserves the right to refuse rental to any group or individual for any reason at any time, if it is in the best interests of the orderly function of the facility to do so. Library programs and events shall take precedence over private events at all times.
- Political activity and campaign fundraising are not permitted.

The Library does not, and shall not, discriminate on the basis of political or religious beliefs, or on any other constitutionally or statutorily prohibited basis. As such beliefs are not a consideration, approval of a private event does not in any way constitute or imply an endorsement of an applicant's beliefs, or any policy or program related to such beliefs, by the Board of Trustees.

Any party receiving approval to use library facilities must, as a condition precedent to final approval, agree to indemnify, defend and hold harmless the Thomas Crane Public Library and the City of Quincy, its officers, agents and employees, from and against any and all claims, suits, actions of any kind—whether resulting in personal injuries, property damage, or any damage or injury of any nature—arising out of the use of the Library's facilities.

Approval of private rental applications shall be memorialized in a form and format approved by the Director, which shall be in writing.

Adopted by Vote of the Library Board of Trustees, June 8, 2015