

Public Spaces Policy, Policy #23

Revised: December 2018, March 2024

1. The library public spaces may be used by individuals or groups on a first-come first-serve basis. The Library's public spaces include the Genealogy Room, small meeting space, study room, and outdoor pavilion. In the event of any scheduling conflicts, library programs shall receive first priority.
2. No sales or placement of orders are allowed, other than those that promote the mission and goals of the library.
3. Gibson Memorial Library does not charge a room use fee, but donations are welcome.
4. To make a reservation, groups should submit an application online on the library's website or in person at the library. In the event of a cancellation, please call or email the library in advance.
5. The Genealogy Room is reserved for evening meetings of the library trustees, the Creston Friends of the Library, and the Union County Genealogical Society on the first, third, and fourth Mondays of every month, respectively.
6. During any meeting, including the above-mentioned standing monthly meetings, library materials housed in those spaces are to be available to researchers unless an otherwise public meeting of the library board requires a closed session.
7. Spaces inside the library are only available during library hours. The outdoor pavilion is available for reservations between 7:00 a.m. and 10:00 p.m. **If using the outdoor pavilion outside of library hours, there will be no access to the library's restrooms.** All activities must conform to the City of Creston Noise Ordinance.
8. The Genealogy Room can accommodate up to 41 people. The small meeting space can comfortably accommodate up to 8 seated around the table.
9. Permission to use library meeting spaces does not imply endorsement of, or agreement with, the purpose(s) or expressions of user organizations by the Gibson Memorial Library, the library board, or the library staff. If a group promotes a meeting or event through flyers or online, users are asked to include the sentence "This event is not sponsored by the Gibson Memorial Library."
10. User organizations must have permission from the library staff before bringing food or beverages into meeting spaces. No smoking or alcohol is allowed on library grounds.
11. User organizations must leave the space in the same condition that it was in prior to their use, and are responsible for any damages to the furniture, fixtures, or equipment.