

Business Organizations in the Library**POLICY:**

The Library premises are designated and intended for the use of the public to meet their needs in accessing information and for quiet enjoyment of library materials and equipment. It is not designated or intended to serve as a classroom or place of business, which are only secondary and accessory uses permitted by the Library. The Library permits business organizations to operate on the premises subject to the rules described in this policy. However, given space constraints on the premises, a desire to limit disturbance to other Library patrons and the Library staff and minimize uses which are incompatible with the Library's principal designated and intended use, the Library limits access to business organizations who are working with clients as stated in this policy. This policy applies to two or more individuals meeting in the Library in the course of providing or receiving any goods or services for profit.

The Library does not endorse sponsor, recommend or assume liability or responsibility for the work and/or activities of business organizations that use Library space.

DEFINITIONS:

"Business organization" shall be construed to mean and include any individual, trust, estate, sole proprietor, partnership, association, company or corporation, engaged in the occupation of providing goods or services directly to consumers, regardless of whether it is for profit or not-for-profit.

RULES:

1. Business organizations are permitted to use the Library during any of its hours of operation.
2. Business organization representatives must keep any meetings held in the Library as quiet as possible so as not to disturb other Library patrons or Library staff. Library staff may direct business organization representatives and clients meeting in the Library to relocate within the Library to reduce the impacts of any use which is incompatible with the primary use of the Library.
3. Business organization representatives are responsible for the behavior of their clients.
4. Meetings of business organization representatives and clients may be conducted only at those tables in the Library designated for that purpose. Business organization representatives and their clients may use the resources of the Library as required.
5. Business organizations may not publish or distribute advertisements indicating the Library as their place of doing business or otherwise imply Library sponsorship of their activities. Business organizations may not advertise their business in the Library. Business organizations may not use any symbol, mark, copyright or other intellectual property belonging to the Library in association with their business.
6. Business organization representatives shall sign-in at the service desk before commencing any meeting(s) and shall sign out at the conclusion of the last meeting held at the Library on said day.
7. All business organization representatives shall register with the Library annually by providing their contact information including name, address, email address, and telephone number to a designated Library staff member.

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8. Upon signing out, business organizations shall pay by cash or check a fee of \$10 for each hour and any fraction thereof that meetings were conducted in the Library. The fee will be deposited in the Library's General Revenue Fund.
9. Business organizations are responsible for establishing communication procedures with their clients. Library phones may not be used to make or cancel appointments. Library staff will not relay messages to business organization representatives or clients.
10. In the case of a tutor working with children in the Library, those children who are not yet in 3rd grade must be under the direct supervision of the tutor until they are released to a parent or a designated responsible adult.
11. The Library reserves the right, at the Library's sole discretion, to limit activities of any business organization based on space availability or an assessment by Library staff that the business organization's activity interferes with Library's principal designated and intended use and/or operations. The Library, at its discretion, may require any business organization to relocate to another location in the Library if it determines that it is interfering with the public's use of the Library.
12. The Library reserves the right to request a representative of a business organization who fails to comply with the terms of this Policy to leave the premises; and the Library may refuse admission to the premises to any representative of a business organization who fails to comply with the terms of this Policy, including making timely payment of fees required under the Policy.

Approved _____, 2016