

Organized Jan. 1923
Apr. 1923

Chartered: Provisional

Phone: (315)827-4118
Nov. 1974

Absolute

Western Town Library
P O Box 247
Westernville, New York 13486

USE OF THE LIBRARY FACILITY POLICY

Any individual or group wishing to use the facilities of the Western Town Library must request permission one week prior to the event from the Board of Trustees and/or the library director. The permission granted is limited to the area for which the library association has responsibility and control and excludes the basement area, which generally is managed by the Town of Western. Furthermore, the permission granted is for the use of the community room exclusively, including the chairs, tables and kitchen area, *with the exception of the electric range*. Permission for the use of the range will only be granted as a result of a special request and provision for its use will be made with the stipulation that it be cleaned thoroughly afterward. (or left in the condition in which it is found)

The library will require the building to be left in the same condition in which it was found, cleaned and with all garbage removed by the group.

The board of trustees and library director will inform the Town of Western of the use of the library area and the bathrooms, which also fall under the general management of the Town of Western.

An informational request form will be given to the contact person for the group wanting to use the facilities which will be required to be filled out before permission is granted.

In the case of a request for use of the library tables and chairs only, a form will need to be filled out with the name and contact number of the borrower and the pickup and return dates.

ADOPTED AND APPROVED BY THE WESTERN TOWN LIBRARY TRUSTEES

June 11, 2013