

## Policy for Use of Library Facilities for Special Events

- A. Representatives from Bartholomew County Public Library and its sponsoring partners recruit or hire all organizations or businesses that will take part in the event.
- B. Representatives from Bartholomew County Public Library and its sponsoring partners may sell food or other items during the event.
  - 1. Sponsoring partners plan and prepare or buy all foods that will be sold.
  - 2. Wine, beer, alcohol, tobacco products, and any other controlled substances cannot be sold on Library/Visitors Center property.
- C. All recyclable cans, bottles, and plastic are the property of the sponsoring partners.
  - 1. Any recycled materials must be removed from the library property at the time that the event ends.
- D. Distribution of pamphlets, balloons, candy and other items or food is limited to:
  - 1. Literature or items promoting the event.
  - 2. Items promoting programs of the sponsoring partners.
- E. Restricted from the library property (including parking lots and Visitors Center building and grounds) are the following:
  - 1. Food sales by vendors not recruited by the sponsoring partners.
  - 2. Any type of entertainment or exhibition not recruited by the sponsoring partners.
  - 3. Pamphlets and other advertisements or solicitations for:
    - political parties and candidates.
    - trade unions / collective bargaining groups.
    - religious groups.
    - schools or school events other than the sponsoring partners.
    - not-for-profit charities or organizations other than the sponsoring partners.
    - not-for-profit boards the sponsoring partners.
    - profit-making companies and organizations the sponsoring partners.