

# CITRUS SPRINGS MEMORIAL LIBRARY

## PROGRAM/EVENT PROPOSAL POLICY

Library events are created, scheduled and implemented with the approval of the BOARD.

Library events are typically presented by the library staff, however the Library will co-sponsor classes, workshops and events with other organizations when appropriate and approved. Selection of topics, classes, events and presenters will be made by the Library staff on the basis of needs and interests of the community and compatibility with the Library's mission and goals. Co-sponsored events will be assigned a staff member to act as event supervisor and will be included in Library marketing and promotional materials.

Submission of proposals to the BOARD must be in writing and under the following deadlines:

Mar. 1: programs which take place in Jul, Aug or Sept

Jun. 1: programs which take place in Oct, Nov or Dec

Sept. 1: programs which take place in Jan, Feb, or Mar

Dec. 1: programs which take place in Apr, May or Jun

For co-sponsored events the Library will designate a staff member to act as event supervisor. The event supervisor will be responsible for ensuring proper set-up and clean-up of the meeting room space and keep count of the number of attendees. All events must be non-commercial. No solicitation for business or sale of goods or services will be permitted unless approved by the BOARD in advance.

Approved proposals may appear on the library's website and in press releases, flyers, calendars and social media. The Library's logo, website or phone number may not be used in any publicity unless approved by the BOARD.

All events must be documented. Attendance sheets, proposal, and any materials regarding the event are required. Pictures taken at the event or anytime at the

LIBRARY property require a release form to be signed by the subject before publishing.

The Library reserves the right to:

- Limit attendance due to space constraints or safety issues.
- Require registration for planning purposes
- Cancel or reschedule a class, workshop or event at the library's discretion
- Deny attendance to anyone who is disruptive or who violates the Library's Code of Conduct.