

Offaly Library Service Spaces - Terms and Conditions of Use

Offaly County Library provides welcoming and accessible spaces and services to support the people of Offaly in their pursuit of knowledge, culture, inspiration and recreation. Offaly County Library is committed to nonpartisan civic engagement and democracy and, as such, does not provide spaces for the promotion of particular business interests, political groups, or religious ethos.

Subject to the resources of individual library branches, library spaces may be made available to groups on the following basis:

1. The provision and use of library spaces is subject to:
 - i. the discretion of the library service
 - ii. the requirements and needs of the library branch
 - iii. the need to provide a safe, respectful and inclusive environment in which to visit, read and study
 - iv. the requirement that the use of library spaces must not be likely to disturb, interfere with or endanger other library users, library staff, the library building, or its collections
 - v. the promotion of the accessibility of library spaces to a wide variety of community groups
2. Spaces in the library **shall not** be used for:
 - i. Entrepreneurial, commercial or business purposes
 - ii. For profit, fundraising, donations or sale of goods
 - iii. As a permanent meeting space or as a postal address
 - iv. Events organised with a political agenda
3. Reservations for library spaces are on a first-come, first-served basis and may be made no more than 3 months in advance
4. All meetings/events must be **free of charge, open to the public**, and in compliance with the requirements of the library
5. The use of library spaces must not disrupt regular library functions, exceed occupancy limits, be disorderly, or be dangerous to persons or property
6. Library spaces must be left in a tidy and clean condition
7. Any refreshments must be flagged in advance with library staff for approval. Relevant groups should ensure refreshments are served in

environmentally sustainable items suitable for reuse, composting or recycling and also noting:

- i. Alcohol is not permitted in library branches
 - ii. Hot water may be requested, subject to availability
 - iii. Library spaces must be left in a clean and tidy condition, and refreshments may be assessed in this regard
8. Offaly County Library, at its sole discretion, reserves the right to:
 - i. Accept, renew, or decline requests for use of its spaces
 - ii. Limit the number of meetings for any particular group
 - iii. Limit the number of persons accessing a library space
 - iv. Cancel bookings (the library branch will make every effort to give adequate notice of any cancellation)
9. Permission to use a library meeting/event space does not constitute or imply library endorsement of the aims, policies or activities of any group or the views expressed in the library space
10. All attendees using library spaces shall comply with Offaly Libraries [Customer Code of Conduct](#) and Offaly Libraries [Child Safeguarding Statement](#)
11. Classes, workshops, events and exhibitions organised by the library or by the library in partnership with other groups are deemed library events. These must be agreed with library staff.
12. All individuals/groups booking library spaces for non-library events must have the appropriate Public Liability Insurance and provide evidence of same to the branch manager.
13. The individual/group is fully responsible for the insurance of any materials and equipment brought to the library space, and these are not covered by Offaly County Council insurance. Offaly Libraries take precautions to minimise risk but will accept no responsibility for possible damage or theft of materials and/or equipment brought to the library.
14. Each group shall identify the person/s in charge who must be in attendance at all meetings. The person/s in charge shall familiarise themselves with the emergency evacuation procedures for the particular meeting/event space and shall be responsible for the safe evacuation of all attendees at the meeting/event

15. All attendees shall comply with any requests made by library staff to evacuate the building
16. There will be an ongoing review of space usage in the interest of equity and inclusivity to all users in County Offaly