

BLACK CREEK VILLAGE LIBRARY COMMUNITY CENTER POLICY

Community Center reservations are done through the village, specifically the Clerk's office. Booking, paying for and obtaining a key are the responsibility of the person(s) reserving the room.

Library staff are responsible for: the interior of the library, locking of the library street-side entrance doors. Library staff will only lock parking lot entrance if no other group has reserved use of the building.

If a person requests the Community Center to be opened by the library staff; library staff are to call the Village Clerk once for the clerk to resolve the issue. The Village Clerk may give permission to the library staff to open the Community Center and the clerk will be responsible for locking the Community Center. If the clerk cannot be reached; library staff are not to open the Community Center.