

Arts & Education Plaza Policy

The primary purpose of the Arts & Education Plaza (hereafter known as “the Plaza”) is to provide appropriate space for programs sponsored or co-sponsored by the High Point Public Library and the High Point Museum (hereafter known as “library system”) to support and promote the mission of both institutions. However, when the Plaza is not being used for library system programs or activities, community groups and not-for-profit organizations may request use of the space. The Plaza may be opened for general public use only when library staff or security are scheduled to monitor the area.

Any program held in the Plaza must be for purposes consistent with the general objectives and goals of the library system. These include communication of ideas; promotion of an enlightened citizenry; and the general support of educational, cultural, and civic activities of the community.

The fact that a group or individual is permitted to meet in the library or museum does not constitute endorsement by the library system of the individual’s or group’s beliefs, policies or programs, nor of any of the viewpoints expressed by participants in any program. Advertisements or announcements implying such endorsements are not permitted. Any materials handed out or presented at programs, including fee schedules and press releases announcing or following programs, are subject to review by the library staff. Such review does not imply approval or endorsement of contents.

The Director and staff are authorized by the Board of Trustees to develop procedures to carry out the Plaza policies.

Procedures:

1. Programs may not disrupt the use of the facility by others, and persons attending the programs are subject to all facility regulations and policies as set forth in the Library Code of Conduct. The library director or designee is authorized to deny further use of the Plaza to individuals or groups that violate the library system’s policies and procedures. Individuals or groups whose activities would tend to incite or produce imminent lawless action, or are obscene, or are obviously promoting false and misleading information, or are defamatory, or are purely commercial in nature will not be allowed to use the Plaza.

2. The Plaza may be used during normal operating hours, up to 15 minutes prior to closing.
3. The Plaza may be booked no more than 30 days in advance by the public.
4. Except for affiliated organizations, such as Friends of High Point Public Library, High Point Public Library Foundation, High Point Historical Society, other High Point City Departments, or High Point Museum Guild, groups or individuals may not reserve the Plaza on a recurring basis. The Plaza may not be booked for more than 2 consecutive dates.
5. All programs must be open to the public, but may require pre-registration.
6. No fees, dues or donations may be charged or solicited from persons attending programs in the Plaza.
7. The Plaza must be left in a clean and orderly condition. Reservations may be made by an adult representative of the organization who, by making the reservation, agrees to be responsible for payment for any damage to library property, and the conduct and behavior of persons attending the program.
8. Use of the Plaza may be tentatively scheduled by telephone, but the final scheduling requires the signing of the appropriate agreement within 48 hours of the phone call. No program may be held prior to the signing of the agreement.
9. Sound equipment for programs held in the Plaza, other than those sponsored by the library, must be provided by the organization reservation the Plaza.
10. The library will provide, upon request when the reservation is made, up to 5 tables and 25 folding chairs to be used during the program in the Plaza. No other equipment or furnishings will be provided by the library.

Approved by High Point Public Library Board of Trustees

November 16, 2016