

Use of library premises

Clare County Council supports community and cultural organisations in promoting community and cultural events through the use of its library buildings.

Space may be made available to community, non-profit, cultural, charitable and educational groups and organisations when the space is not required for library purposes. When library spaces are available priority will be given to events that best match Clare County Libraries' core purpose, for example:

Reading and literature
History and heritage
Community information
Learning
Local Authority information

For events which are not organised in conjunction with Clare County Council, it is necessary for the organisers to provide proof of public liability insurance, indemnifying Clare County Council.

Use of the facilities by individuals and commercial organisations or businesses is at the County Librarian's discretion.

Space cannot be made available for an event or exhibition organised by a political party or movement, an organised religion or anything perceived as such by any fair-minded person, or for any polemical or party-political event.

Space cannot be made available for an event or exhibition that is obscene, racist, defamatory or illegal or is deemed to be offensive by any fair-minded person.

All events and exhibitions must be compatible with general library use, and must not impinge on the enjoyment of the library by other members of the public, or on the health and safety of the public and staff.

Any promotional material for the event or exhibition must be approved by Clare County Library in advance of being circulated.

If the proposed event is to take place outside of library opening hours, it has to be at a time agreeable to a library staff member, and the staff member is to be reimbursed by the library either via payment from the library or time-in-lieu. Under no circumstances can a payment be made by the organisers to library staff.

All applications to use library buildings must be made to the appropriate library manager. The decision of the County Librarian on granting or denying of permission to use library space is final.