



Outdoor Use Policy

Adopted January 9, 2024

The library field may be used for events and functions at the discretion of the Westhampton Public Library Board of Trustees. Trustees reserve the right to approve or deny field use requests on an event-by-event basis in accordance with town insurance requirements. As outlined in our Public Programs Policy, we seek to provide diverse programs and events, reflecting many points of view for patrons of all ages. The library and its trustees do not discriminate on the basis of race, gender, gender identity, class, religion, sexual orientation, neurodiversity or any other aspect of identity. Applicants must be 18 years of age or older. Applicants under 18 years of age must have an adult cosigner.

Persons or parties interested in using the library field for an event must complete and submit a Proposed Outdoor Use Request form to library staff within 6 weeks of the proposed event. The form is available at the library front desk or on the library website under “Policies”. Exceptions to the application form may be permitted for groups with a longstanding tradition of hosting annual events in the library yard at the discretion of the Library Director.

Permission to use the library field is for the following groups in priority order:

- The Westhampton Public Library or Friends of the Westhampton Library
- Westhampton based not-for-profit groups or persons, who must provide the library with their liability insurance policy and a certificate naming the Town / Library as “other insured” for the duration of their activity or event.
- Not-for-profit groups or persons from other municipalities, who must provide the library with their liability insurance policy and a certificate naming the Town / Library as “other insured” for the duration of their activity or event.

Persons and groups approved to hold events and functions on the library field must follow these rules:

- The applicant must remain on the premises for the entire duration of the event.
- To provide their own trash and recycling containers and to remove all waste immediately following the event.
- To leave the library field as it was found, removing all chairs, benches, tables and other objects from the library field.
- Portable restrooms, alcohol, drugs, and vehicles on the field are prohibited.
- Soliciting is prohibited, with the exception of fundraising events sponsored by the Friends of Westhampton Library. All other events must be free of charge.
- Political fundraising and canvassing are prohibited.
- Persons using the library yard must adhere to the Patron Behavior Policy.
- The wetlands area on the north side of the field is off-limits to people, pets and vehicles.

Proposed Outdoor Use Request Form

Please complete this form and submit it to library staff. The Westhampton Public Library Trustees will review your application at their next scheduled meeting. Please allow up to 4 weeks for response time as the board meets once per month. The Library Director will contact you to let you know whether your requested use of the library field has been approved.

Name of person requesting use of library field: _____ *Name of Cosigner if applicant is under 18: _____

Are you a Westhampton resident, or are you submitting this request on behalf of a Westhampton based group? Yes/No

Organization (if applicable): _____

Phone: _____

Email: _____

Date of proposed use of the library field: _____

Start time: _____

End time: _____

Please describe the proposed event:

Will a fee be charged for attending the proposed event? Yes/No

Will the proposed event be open to the public? Yes/No