



S N O W
Library
Established 1877

POLICY FOR RECEPTIONS IN THE MARION CRAINE GALLERY

POLICY:

1. All dates (set-up, event and the take-down) must be cleared with the Library Director and must be placed on the Library's master calendar by the Director or Assistant Director.
2. **The serving of refreshments must be in compliance with the restrictions of the Orleans Board of Health**, and only with the approval of the Library Director or Assistant Director.
3. Kitchen facilities are available on the Library lower level. The kitchen includes a sink, a microwave oven and a refrigerator. Foods that create maintenance problems should not be served, including any DARK liquid. The kitchen and Marion Craine Room must be well cleaned after the event. Under no circumstances should any leftover food be stored in the Library.
5. All arrangements for the reception are the responsibility of the sponsoring organization or individual.
6. The sponsoring organization, individual artist or group must designate a person responsible for setting up the reception in the Marion Craine Room and returning it to its original arrangement and condition as well as cleaning and storing any borrowed supplies.

Adopted by the Snow Library Board of Trustees, 12/2019

67 Main Street ♦ Orleans, MA 02653 ♦ 508-240-3760 ♦ Fax: 508-255-5701