



Crafton Public Library Fundraising Policy

The Crafton Public Library recognizes and embraces its role as community center. This policy is enacted so that the role of the library in the community's fundraising activities is clear and equitable.

1. The library will not engage in any fundraising for political purposes or allow any such activity on its premises. The library is neutral and does not endorse any one candidate or position.
2. The library will not engage in any fundraising for a for-profit organization or allow any such activity on its premises.
3. Non-profit and educational organizations may apply to the Board of Directors using the form below for consideration of using the library for fundraising purposes.
4. The library must benefit from the activity in some way.

Guidelines:

The library is never to be point for information – a number where information can be obtained must be provided.

Library staff will not handle money. If library is used as a location for ticket sales, it must be checks only.

A complete information sheet must be provided to be handed out when requested.

Library staff cannot be asked to work a sales table.

Approved February 2014



Request for use of Library Facilities for Fundraising Purposes

Requesting Organization: _____

Contact Person:

Name: _____

Address: _____

Phone: _____

Email: _____

Purpose of Fundraising: _____

Proposed Dates: _____

Library Involvement: _____

Board Action: _____