



Mansfield Public Library

54 Warrentville Road
Mansfield, CT 06250

860-423-2501
fax: 860-423-9856
mansfieldpubliclibraryct.org

Guidelines for the Use of the Buchanan Auditorium

1. Arrangements for auditorium use may be made through the Mansfield Public Library during regular library hours or through the form on our web page (<http://www.mansfieldpubliclibraryct.org>).
2. The key may be obtained at the circulation desk from Mansfield Public Library staff during regular library hours. This key must be returned promptly after use: the key can be left on the auditorium kitchen table or dropped in the Library Book Drop. Please remember that many groups use the auditorium and they may need the key the day after your group uses the facility.
3. The custodian assigned to the Library will set up chairs and tables for you. Please submit your room setup at least a week before your program.
4. Materials stored beneath the stage, in the closets, and in the kitchen closets are property of the Library and are not for general use.
5. The stage is not available for use by any group booking the auditorium.
6. Windows must be shut and locked.
7. Only dry paper and other non-perishable litter may be left in wastebaskets. Food or other perishable trash should be placed in plastic bags in the dumpster outside, or taken with you.
8. Any electric outlet covers that are removed must be replaced.
9. Turn off all lights. This includes kitchen, hall, and restrooms.
10. All doors should be closed. **EXTERIOR DOORS MUST BE LOCKED.**