MOUNT HOREB PUBLIC LIBRARY

105 Perimeter Road
Mt. Horeb, WI 53572
www.mhpl.org
(608) 437-5021

OUTDOOR LIBRARY SPACE USE POLICY

Adopted by the Library Board 11/16/2026

I. Purpose

A. The Mount Horeb Public Library outdoor spaces (shade structure, yard, and garden accessed from the Children's Department) are intended primarily for use by the library for its own programs and purposes.

B. Outdoor library spaces are not monitored by staff. Parents, guardians, or caregivers must supervise their children at all times. The library is not responsible for unattended children outside.

C. Patrons may use the shade shelter, children's garden, and yard when it is not in use by the library.

II. Scope

A. **The outdoor shade structure** at 105 Perimeter Road includes a shade structure (not designed to withstand rain and/or water elements) over a concrete pad, three picnic tables and benches. One picnic table is handicap accessible. The shade structure also includes a handicap accessible sidewalk from the parking lot to the shelter.

B. **The garden accessed from the Children's Department** is comprised of a concrete patio, raised garden beds and in-ground planting area. No shelter is provided in the garden from rain and/or weather. There is a bench, table and two chairs. The only access point to the garden is through the children's department. A sidewalk is not available to the garden from any area of the library.

C. The Library yard encompasses the area near the shade shelter. It does not include the back of the building or the area near the library fence.

III. Guidelines

1. The Library will be given first priority for the space's use and there are no restrictions for Library use.
2. Patrons in these spaces are subject to all library policies. Use of the space should not disrupt other library patrons or the community.
3. The outdoor shade structure, garden area, and yard are not reservable. If the outdoor space is not currently in use, patrons may use it on a drop-in basis. All users must vacate the space for any library-scheduled use. The space is primarily intended for library patrons' individual use while they are visiting the library. None of the outdoor spaces are intended for use as a group meeting space.
4. No alcohol is permitted on the premises.
5. Open flames (including grills) are not permissible.
6. There are no garbage receptacles. Patrons must carry out all waste.

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7. No electricity hookup is available.
8. Aside from the bench, table and two chairs in the children's garden area, no other furniture will be provided for public use.
9. The outdoor shade shelter is only available for patron use from sun-up to sun-down.
10. The children's garden will be opened or closed at the discretion of staff.
11. In case of dangerous weather, users are advised to seek a safe shelter. The library building is only available during open hours. (There is no basement in the library.)
12. Patrons should report any suspicious activity to library staff. The library is not responsible for lost, stolen, or unattended personal belongings.
13. Pets are permitted outside, but must remain on a leash and with pet owners at all times. Pet waste must be picked up and properly disposed of.
14. Access to library restrooms will only be available during library open hours.

V. Handling outdoor library space use violations

1. Mount Horeb Public Library staff are responsible for enforcing this policy. Failure to comply with this policy may result in patron removal from library premises or loss of outdoor space privileges.

IV. Disclaimers

A. This policy may be subject to change based on need or circumstances as approved by the library board at any regularly scheduled meeting.

Approved by Library Board 11/16/2026