

## RFL Tabling Policy

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### Overview

1. The Rogers Free Library (hereinafter “The Library”[1]) may provide space for an information table to local and state government agencies, commissions, programs, or their contractors (hereinafter the “Agency”), or a federally recognized nonprofit, at the library or at library events. Tabling requests must provide a community service that aligns with the Library’s mission, which will be determined at the discretion of the library director.
2. The Library provides information table space to meet the community’s civic and educational needs in cooperation with government agencies.
3. Commercial, political or fundraising activity is prohibited.
4. Providing tabling space does not in any way constitute an endorsement of the agency’s services by the Library.

### Reservations

1. An Information Table Request Form must be completed for all requests for tabling. Submitting a Request Form does not guarantee availability of tabling space or the date and time requested.
2. Due to the numerous requests for information tables, the Library may limit the frequency with which an agency may use the space.
3. The requirements of the Library take precedence over those of the outside organizations.
4. All information table requests must be approved by the Library Director.

### Use of Library

1. Information tables are provided as space allows.
2. Use of information tables is only available during the Library’s normal hours of operation.
3. The library may provide a table and up to two chairs for participants if requested, and will determine the table location.



4. Tables shall not interfere with the normal operation of the library and shall not block collections, displays, and entrances and exits.
5. Information tables must be staffed by the agency at all times. Library staff are not responsible for monitoring or supervising information tables.
6. The name of the agency must be prominently displayed on the table.
7. The Library assumes no liability for agencies using the Library space, or for theft or damage to vehicles or personal property while on the premises. The Library is not responsible for equipment, clothing, or other items left on its premises.
8. The agency jointly and severally agrees to indemnify and hold harmless the Library, and its agents/employees and its Successors and assigns, from any claims, action, liability, loss, damage or suit, arising from the use of the Library space. In the event of any asserted claim, the Library shall provide the agency reasonable timely written notice of same, and thereafter the event organizer shall at its own expense defend, protect, and hold harmless the Library against said claim or any loss or liability thereunder.

## Footnotes

[1] Any reference herein to “the Library” shall be deemed to include the Rogers Free Library, its governing board of trustees and its appointed director.

*Approved by the Rogers Free Library Board of Trustees 09/18/2025*

