

Town of Lake Park

Little Free Library Application

Thank you for your interest in installing and being a Steward of a Little Free Library in your neighborhood. Little Free Libraries add vibrancy to our neighborhoods and parks and are a great way to encourage community engagement, literacy, and continued education.

You can apply for a Little Free Library structure and/or to be a Steward of a Little Free Library using this form. Please note that it can take up to four weeks for your application to be reviewed by town staff. If your application is approved, the Town of Lake Park will install a Little Free Library with a Little Free Library organization Charter at the location designated in the application.

The Town will be responsible for maintaining the Little Free Library structure. The Steward will be responsible for the upkeep and maintenance of the contents of the Little Free Library. Books to be placed in the Little Free Library will be available through donations. Please contact the Lake Park Public Library for the availability of donations.

Group or organization: Please type “n/a” if not applicable.

What is the story or inspiration behind your Little Free Library? This information may be published in our website, placemaking map, social media, or on other outreach platforms.

Address of where the proposed Little Free Library will be installed.

Property Owner of address _____

Phone number _____

Email _____

Name of Steward if different from Property Owner

Phone number of Steward if different from Property Owner

Email of Steward if different from Property Owner

Do you plan to hold a ribbon cutting ceremony? If so, please list time, date, requested officials/city staff and a description of the ribbon cutting.

What is your plan to ensure that your Little Free Library is consistently well maintained and fully stocked with books?

As the Property Owner and/or Steward, I understand that the Town of Lake Park:

1. Will remain the owner of the Little Free Library structure.
2. Will be responsible for the maintenance of the Little Free Library structure, and will be granted permission to access the property for the purposes of installing and maintaining the Little Free Library structure.
3. Expects that the Property Owner or Steward will notify the Public Works Department of the Town of Lake Park immediately regarding any need for repairs or maintenance to the Little Free Library structure.
4. Will not be responsible for stocking the Little Free Library with reading material or for ensuring that the Little Free Library is maintained, clean, and in neat condition.
5. Will remove the Little Free Library in the event that the Steward has not kept the Little Free Library stocked with reading material or not kept free of clutter or inappropriate materials.
6. Will review the Little Free Library on an annual basis to ensure the condition of the structure and contents.

As the Property Owner, I understand that:

1. Damages to the Little Free Library structure and reading materials may occur through weather, vandalism, or other sources.

2. It is my responsibility and the responsibility of the Steward to notify the Public Works Department of the Town of Lake Park immediately regarding any need for repairs or maintenance to the Little Free Library structure.
3. By submitting this application, I give the Town of Lake Park the right to use images of the Little Free Library for promotional purposes.
4. The permit for and permission to access the property for the repair and maintenance of the Little Free Library structure will transfer to the new Property Owner, if the property is sold.
5. By submitting this application, as the Property Owner, will participate in the Little Free Library Program for a minimum of one year from the date of installation. Participation is automatically renewed on an annual basis unless the Town is notified 60 days prior to ceasing involvement in the program.
6. If I no longer wish to participate in the Town of Lake Park's Little Free Library Program, I will notify the Town of Lake Park requesting the removal of the Little Free Library from the property 60 days prior to ceasing involvement in the program.
7. By submitting this application, as the Property Owner, I assume all liability and absolve the Town of Lake Park of all responsibility.

Name of Property Owner _____

Signature of Property Owner _____

Date _____

As the Steward, I understand that:

1. I will be responsible for stocking the Little Free Library with reading material, monitoring the contents for inappropriate, duplicative, or outdated materials, and ensuring that the Little Free Library is kept maintained, clean, and in neat condition.
2. I understand that signage and literature promoting the Lake Park Little Free Library program and the Lake Park Public Library will be made available to me, and I will keep the Little Free Library stocked with Town approved books.
3. I will remove all materials from the Little Free Library structure during a Tropical Storm Watch/Warning or Hurricane Watch/Warning, and not replace the materials back in the Little Free Library structure until the Watch/Warning has been recalled or expired.
4. It is my responsibility and the responsibility of the Property Owner to notify the Public Works Department of the Town of Lake Park immediately regarding any need for repairs or maintenance to the Little Free Library structure.

5. If I no longer wish to participate in the Town of Lake Park's Little Free Library Program, I will notify the Property Owner and the Town of Lake Park within 60 days of ceasing to participate to allow another Steward to take over care of the Little Free Library or the Little Free Library to be removed from the property.

Name of Steward _____

Signature of Steward _____

Date _____