



### **Little Free Library Permit Application**

Little Free Libraries are freestanding structures installed for the free exchange of books by the public. Little Libraries installed on Hyland Hills property constitute encroachments as defined in these Rules & Regulations. Prior to installing a Little Library on Hyland Hills property, the following application must be submitted and approved.

Applicant Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Location of the Little Free Library: \_\_\_\_\_

Please include the following along with your application:

- Design of the Little Free Library
- Exact Location of the Little Free Library within the Property

#### **Guidelines for Installation:**

- The Donor is responsible for installing the Little Free Library and is also responsible for obtaining all necessary funding and approvals, including but not limited to building permits from the applicable jurisdiction, as required;
- The Little Library permit shall set forth the approved location of the Little Library and the approved design of the Little Library, including dimensions, décor, and shape;
- The Little Library must, at all times, maintain a visible sign stating:
  - By placing an item in the Little Library, you are making a donation and such item will not be returned to you. The Hyland Hills Park and Recreation District is not responsible for any property left in the Little Library. The District does not endorse, approve, or warrant the legality of the books exchanged in the Little Library.
- The Little Library shall not be located in or overhang the public right-of-way, any utility easement, or ADA accessibility zones, and shall be at least five (5) feet behind the curb. A locate will be required to be completed prior to installation;
- The Donor shall be responsible for maintaining the Little Library in good repair at all times, such need for repairs or maintenance to be determined in the sole discretion of the District;
- The District, in its sole discretion, may alter, relocate, or remove the Little Library or any of its contents at any time without notice. Once the Little Library is installed on District property, except for general maintenance and repairs, the Donor shall have no right to alter, relocate, or remove the Little Library and shall be required to obtain the District's written consent before commencing any such activity. Unless otherwise set forth by the District in writing, the Little Library shall not be returned to the Donor after its installation.