



MEETING ROOM - RULES FOR USE POLICY

Need for this policy: A policy is required to establish the terms and conditions for public use of the Library's Program Rooms.

Procedure: Use of meeting rooms in community libraries is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes. The fact that a group is permitted to use a room does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be open to the public.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of meeting space for library purposes upon two (2) weeks' notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

Application: Formal application for the use of any meeting room is made with the Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made with the Director at least one week prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Director of the Library.

General Rules of Use

1. Meeting rooms may not be used for religious services, sales promotion, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting rooms.
4. Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
5. Attendance at authorized meetings may not exceed the maximum room capacity of 20 people in the Kitchen and 80 people in the Hasbrouck Room.
6. Groups of children or teenagers must be supervised by one adult for every ten children/teens.
7. No cooking may be done or food served without approval. No alcohol may be served unless prior approval received from Director at time of application. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
8. There is no charge for meeting room use during the library's regular hours of operation. Programs should be planned so that meeting space will be vacated 15 minutes before closing time. The charge for meetings scheduled before or after regular hours is: \$15.00 to begin before the library opens, \$15.00 to begin after the library is closed, and \$15.00 for closing after library hours. The charge must be paid with reservation before room reservation is approved.
9. Meeting rooms must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
10. No games of chance may be played.
11. Meetings must be conducted in such a way as not to disturb library operations.
12. Use of audio-visual equipment must be arranged at time of reservation.



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13. Library personnel will not move or rearrange heavy equipment.
14. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. The applicant accepts liability for either damage to library facilities or loss of library property.
16. The Library reserves the right to close due to adverse weather conditions and will attempt to contact the applicant.
17. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
18. Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

Responsibilities: Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Exceptions may be made at the discretion of the Library Board of Trustees as it deems in the interests of the Library and the community. Appeals to any of these policies may be submitted to the Board of Trustees in writing. Abuse of this Room Policy may preclude further room reservations. It is the responsibility of the Director to ensure adherence to this Policy.

Adopted by the Board of Trustees:

Revised by the Board of Trustees: July 26, 2006; April 25, 2007; March 25, 2009

Accepted Amended Policies by the Board of Trustees: December 12, 2012

Revised by the Board of Trustees: November 20, 2013

Revised by the Board of Trustees: April 23, 2014

Revised by the Board of Trustees: July 23, 2014