



### **Meeting Room Policies and Rules of Use**

The Library offers two spaces for use by the community. There is a Conference Room with a capacity of 15, and a Community Room with a capacity of 37.

- A. Use of the facilities for Library-sponsored or co-sponsored meetings or programs shall have priority over all other requests.
- B. The Library welcomes public use of the Community Room by local community groups for meetings, classes, recitals, workshops, and programs.
- C. Use of the Community Room by a group or organization does not in any way constitute an endorsement by the Library of the group or organization, its activities or the ideas and opinions expressed during the course of meetings or programs held at the Library.
- D. The Library meeting spaces are not available for religious services or parties or events that are primarily celebratory in nature.
- E. The Library cannot guarantee the spaces for regularly scheduled meetings. Groups may hold regular meetings with the understanding that the Library has priority and may require a group to reschedule a meeting or hold it elsewhere.
- F. Any use of the meeting rooms is at the discretion of the Library Board of Trustees. The Library reserves the right to cancel a scheduled use of the Community Room with three (3) weeks' notice if the room is needed for Library programming. The Library will make every effort to avoid a cancellation.

#### **Conference Room – Maximum Capacity 15**

- A. Scheduled Library functions have priority.
- B. Privacy in this room is not guaranteed. Staff access is required at all times.
- C. It is not available after library hours to non-Library groups.
- D. Eating and serving food in the Conference Room is prohibited.

## **Community Room – Maximum Capacity 37**

### **FEES -**

A. There is a fee of \$25 per hour for use of the Community Room during Library hours for use of the room by a for-profit organization.

B. For all users, including community groups, if use of the room begins before or ends after regular Library hours there is a \$25 per hour charge for all hours of use, a \$50 closing fee and a \$100 refundable security and janitorial deposit. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

D. For groups that need use of the kitchen area there is a \$250 refundable security and janitorial deposit.

E. For-profit groups and organizations that have liability insurance must submit proof of insurance for any use of the Community Room for events that are not sponsored by the Library. All insured applicants must also sign the provided Indemnification Form. We ask that *individuals* requesting use of the space show us a copy of their homeowners' and/or liability insurance, if possible. The Library may waive this requirement on a case-by-case basis, taking into consideration the means of the applicant.

F. Fees, deposits, and proof of liability insurance must be submitted three (3) weeks before the event.

### **POLICY -**

A. Use of the Community Room by non-Library groups must be arranged in advance by application. Making an application does not constitute a reservation. Applications are available from and must be submitted to the office of the Library Director. See section below re: Applications.

B. When in use, the room will be closed off from the children's area by the sliding divider.

C. The room is equipped with a several folding tables, chairs, a simple sound system, microphone, digital projector and a projector screen. Laptops and office supplies are not provided. The staff is not available for other than regular library assistance.

D. There is a kitchen with a sink, refrigerator, and microwave adjacent to the Community Room. The microwave may be used only to warm food. No cooking is allowed.

## **RULES OF USE -**

A. If a meeting or an event is to take place wholly or in part outside of regular Library hours, arrangements must be made with the Library Director for opening or closing the Library.

B. The Library does not publicize non-Library sponsored events.

C. The placement of signs or banners of any kind on the building or grounds, other than those relating to the Library or its events, is not permitted.

D. The use of the name, address, or telephone number of the Roeliff Jansen Community Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited.

E. All publicity for non-Library events held at the Library must be clear as to the organization sponsoring the event. Publicity generated by a group may recite the Library name and address only in terms of the location of the event.

F. The Library reserves the right to close the Library in inclement weather or emergencies. In case of closures initiated by the Library, fees will be refunded.

G. The Library is not responsible for the security of property owned by an individual or group using meeting rooms.

### **H. Room Preparation and Decorating**

1. Nothing may be attached to the walls, ceilings, doors, or furniture without advance approval by the Library Director.

2. The cost to repair any damage caused by the unauthorized placement of such items will be assessed to the organization or group. Deposit will be applied to the cost of repair of any damage to the room.

3. All preparations should be made the day of the event.

4. Those using the Library's Community Room may not enter other areas of the Library after hours.

### **I. Cleaning**

1. Events and cleanup must be concluded no later than 10pm. The floor must be vacuumed, chairs stacked, tables folded and stored, and furniture that was

moved restored to its original configuration. All kitchen utensils and supplies must be cleaned and put back in place.

2. All food, garbage, trash, and recyclables must be removed from the premises by the organization using the room.

3. All cleaning and removal of decorations shall be done immediately after the event and shall not be done the next day.

4. The security and janitorial deposit shall be held by the Library until the room has been inspected and found clean and undamaged. Allow 2 weeks for deposit reimbursement.

5. Any repair or cleaning that may be required as a result of the rental shall be deducted from the security deposit. If the Library is not satisfied with the cleaning done by the renter, the cost of cleaning, at the rate of \$60 per hour, will be assessed against the deposit.

#### J. Child Supervision

1. Children attending a program, meeting, or event must be supervised by an adult.

2. Children 11 years old and under must be accompanied by a parent or other adult when attending any meeting, program, or event at the Library. The adult must remain in the Library building for the duration of the meeting or program and must retrieve children immediately at the conclusion of the event.

K. Alcoholic Beverages - Alcoholic beverages are not allowed at non-Library sponsored events.

L. Music and Noise – music must be lowered in accordance with all State and Local ordinances. Music or noise should not disturb Library patrons when the Library is open.

M. Animals – No animals or pets, other than service dogs, are allowed, unless it is a Library-sponsored program.

## **Application and Cancellations**

### **A. Application Form and Procedure**

1. Reservations can be requested by filling out an application. Applications are available from and must be submitted to the office of the Library Director three (3) weeks prior to the event. Submission of an application does constitute a reservation. The applicant will be contacted by the office of the Library Director if use of the room is approved.
2. For-profit groups and organizations that have liability insurance must submit proof of liability insurance as well as a signed copy of the Indemnification Form provided with the application.
3. Fees, security deposits, and proof of liability insurance must be submitted three (3) weeks prior to the event.
4. The person signing the application form must be 21 years of age or older and be in attendance when the Community Room or Conference Room is in use. The person signing the application form shall be responsible for the conduct of the group, payment of bills, and for protection of Library property in connection with the meeting.
5. No group may transfer use of the room to another group.

### **B. Cancellations**

1. Applicants who must cancel their reservations should do so at least 3 weeks in advance so as to accommodate other reservations.
2. The Library reserves the right to close the Library in inclement weather or unforeseen emergencies. The Library will close when Taconic Hills Central School closes due to weather. In case of closures initiated by the Library, fees will be refunded.

**Approved by the Board of Trustees November 13, 2018**