

MOFFAT LIBRARY OF WASHINGTONVILLE MEETING ROOM USE POLICY

The Moffat Library Board of Trustees views the use of the Library's meeting room space as an extension of Library services. The meeting room should be available to the community and should reflect the educational, cultural, and civic role the Library plays.

The Board subscribes to Article IV of the *Library Bill of Rights* which states that facilities should be made available to the public served by the Library on an equitable basis, regardless of beliefs or affiliations of individuals or groups requesting their use.

I. MEETING ROOM USE REGULATIONS

- A. The Library's meeting space may be reserved for use by not-for-profit groups and organizations whose aims are educational, cultural or for civic betterment. Exceptions may be made for community-wide events with the approval of the Library Board of Trustees. Such use must not interfere with Library functions.
- B. All meetings must be open to the public.
- C. For-profit organizations (businesses) may not use meeting space independently. Personnel affiliated with for-profit groups may participate in Library sponsored or co-sponsored programs.
- D. Meetings can take place during open Library hours only.
- E. Library sponsored events receive priority in scheduling. The availability of meeting space at all other times shall be on a first-come, first served basis. However, no group may use the room more than six (6) times per calendar year.
- F. Groups wishing to use the Library's meeting space or grounds must complete a *Meeting Room Use Application & Agreement*. Applications shall be submitted at least one month prior to the desired date of the event.
- G. Reservations must include name of organization, contact name, time and date desired, number of persons expected, and name and telephone number of person responsible. Reservations can be placed no more than three (3) months in advance.
- H. The group must assign one person to be responsible for proper use of the facility in accordance with this policy. That individual should be noted on the Application as the contact person.
- I. The use of alcoholic beverages by groups using the Library's meeting space is not permitted.

- J. Smoking is not permitted in any part of the Library at any time.
- K. Trash or remains from activities must be placed in receptacles provided by the Library.
- L. The Library will not provide audio-visual equipment unless prior arrangements have been made with the Library. If users make use of any of the Library's equipment and/or electrical outlets, the Library will not be liable for any damages sustained directly or indirectly from use of such.
- M. The applicant is responsible for the preservation of order by those in attendance.
- N. The Library reserves the right to seek references from any group before booking meeting room space.
- O. The Library Director and/or the Board of Trustees have full authority to grant, refuse or revoke permission to use the Library's meeting space.
- P. The facility must be left in the original condition in which it was found. The applicant will be held responsible for any direct or indirect loss or damage resulting from use. Monetary remuneration will be assessed commensurate with the damage.
- Q. A Certificate of Insurance for \$1 million, listing Moffat Library of Washingtonville as the insured, must be provided by parties utilizing the Library's facilities prior to use. Exceptions may be made on a case-by-case basis.
- R. All parties must complete and submit to the Library a *Facility Use Waiver and Release of Liability Agreement* prior to facility use.

II. VIOLATIONS

Anyone violating this policy may be asked to leave and/or be denied future use of the facilities.

III. DISCLAIMER

The fact that a group is permitted to use meeting space does not in any way constitute an endorsement of the group's policies or beliefs by the Library. The Moffat Library Board of Trustees and their employees and agents are not liable for any claims arising directly or indirectly out of the use of Library meeting room space.

IV. POLICY EFFECTIVE DATE, AMENDMENTS, AND REVISIONS

This policy is effective upon approval of the Library Board of Trustees. Amendments and/or revisions to this policy shall be formulated and recommended to the Board by the Operational/Policies Committee. The policy may then be amended and/or revised at the

regular meeting of the Board, following the meeting at which the amendment and/or revision was proposed.

*Approved by the Moffat Library of Washingtonville
Board of Trustees
on 1/28/16*