

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 rooms 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.

MEETING ROOM USE REGULATIONS

I. PRIORITY:

1. 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, and will be reserved on a first come, first served basis.
2. The Library or Friends of the Library sponsored events may supersede other reserved meeting room use upon reasonable notice under the circumstances.
3. Other than Library or Friends of the Library sponsored events, no group may use the room more than six (6) times per calendar year except for community-wide events with the approval of the Library Board of Trustees. Such use must not interfere with Library functions.

II. AVAILABILITY

1. All meetings must be open to the public.
2. 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.
3. Meetings can take place during open Library hours.
4. Room availability outside of normal Library hours will be limited to two (2) hours and is subject to the Library's ability to arrange appropriate staffing. The fee for this service is \$35.00 per hour. Fees for room use shall be paid within fourteen (14) days of reservation. Checks must be made payable to Moffat Library of Washingtonville.

### III. APPLICATION PROCEDURE

1. Groups wishing to use the Library's meeting space or grounds must complete a *Meeting Room Use Application & Agreement*. Applications should be submitted one month prior to the desired date of the event to best ensure availability. All requested dates are subject to availability.
2. Reservations must include name of organization, contact name, time and date desired, number of persons expected, the specific room that is being requested to be used and the name and telephone number of person responsible. Reservations can be placed no more than three (3) months in advance.
3. The group must designate one person to be the contact person and be responsible for proper use of the facility in accordance with this policy. The group's designated individual shall be noted on the *Meeting Room Use Application & Agreement* as the contact person, with appropriate contact information.
4. Prior to reserving the meeting room, the Library reserves the right to seek and receive references concerning any group desiring to use or sponsor the use of the meeting room.

5. 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.

#### IV. PUBLICITY

1. Publicity or literature distributed by any organization or individual using the Moffat Library Public Meeting Rooms shall not suggest that the program is sponsored or co-sponsored by the Library and must clearly state: *"This event is not sponsored or endorsed by the Moffat Library and is free and open to the general public. The Library is not responsible for the information presented in this program."*
2. The Library is not responsible for publicizing the gatherings of those using the room. In all material publicizing the program, the name of the sponsoring organization must be larger and more prominent than that of the Library.
3. Neither the name nor the address of the Library may be used as the official address for anyone using the Moffat Library Public Meeting Rooms. The Library's address, telephone number and email cannot be used as contact information by users of the room. Telephone inquiries should be made to the sponsoring organization.

#### V. ROOM USE RULES, RESPONSIBILITIES & SUPERVISION

1. The presence of a library employee shall be required during the scheduled time of use. It is the responsibility of the library employee to arrange for access to the meeting room, to examine the room before and after use for discovery of possible damage to or loss of property and to secure the room upon completion of use.

2. All facility and equipment in the meeting room 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.
3. The individual signing the application shall be present during the use of the meeting room and is responsible to ensure that the Meeting Room is clean and returned to its original condition and configuration upon conclusion of the meeting and that equipment is left in the original condition in which it was found.
4. Smoking and the use of alcohol is prohibited inside and on the grounds of the Moffat Library.
5. There shall be at least one adult 21 years old or older in attendance for every 10 attendees under age 18 and at least one such adult for every 5 attendees under the age of 6.
6. During the program, users and attendees may not leave children under the age of 10 (ten) unattended in the Library or in the responsibility of someone under the age of 18 (eighteen).
7. All children shall be supervised in accordance with the Moffat Library's *Rules of Behavior For Use of Library Facilities Policy* and *Unattended Children's Policy*.
8. The applicant is responsible for the preservation of order by those in attendance.
9. Burning of any materials such as incense, candles, any other and open flames are prohibited.
10. Art or other exhibits on display, or any wall hangings in the Meeting Room must not be moved. No other furniture or equipment may be removed from the meeting room without the express consent of the Library.
11. Heating and air-conditioning: Do not touch the thermostats that control the heat and air conditioning. Please inform the Library staff immediately

of any malfunctions of utilities or equipment that you encounter during the use of the facilities.

12. Trash or remains from activities must be placed in receptacles provided by the Library or removed from Library premises.
13. 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.

## VI. LIABILITY

1. All parties must complete and submit to the Library a *Facility Use Waiver, Release of Liability And Indemnification Agreement* in the presence of Library staff who shall witness same in favor of the Moffat Library prior to facility use.
2. Library is not responsible for loss or damage to any equipment, supplies, clothing or any other items brought to the Library by any organization to any event.
3. Use of the Meeting Room will only be permitted where the organization provides a current Certificate of Liability Insurance with minimum coverage of \$2,000,000.00 aggregate - \$1,000,000.00 each occurrence, naming the Moffat Library as an additional insured. Exceptions may be made on a case-by-case basis.
4. All applicants without insurance shall execute a *Facility Use Waiver, Release of Liability And Indemnification Agreement* in the presence of Library staff who shall witness same in favor of the Moffat Library.

## VII. VIOLATIONS

Anyone or any group violating the terms of this Policy may be asked to leave the Library immediately and/or have limitations, suspensions, or bans instituted on their future use of the Library.

## VIII. CANCELLATIONS

1. In the event that a user has to cancel their reservation to use the Library's meeting room, the Library Director or his/her designee must be notified at least 24 hours in advance of cancellation; failure to do so will affect future reservation status. The Library reserves the right to adjust the schedule at any time.
2. In the case of inclement weather closing information, call the Library at 845-496-5483.

## IX. 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, statements 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.

## X. 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 Policies Committee. The policy may then be amended and/or revised at a regular meeting of the Board, following the meeting at which the amendment and/or revision was initially proposed.

*Approved by the Moffat Library of Washingtonville*

*Board of Trustees*

*On 3/12/18*

*Revised 3/7/19*