

Claverack Free Library

Meeting Room Policy

Adopted: April 2014

LIBRARY USE POLICY

Use of the Claverack Free Library is primarily for programs and services 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 the facility does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be free of charge and 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 the facility 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 use of the Library is made by submitting an *Application for Use* form to the Library Director at least one (1) month before the desired date. An individual responsible for the meeting must complete and sign the application form. Permission is granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board. Reconfirmation of the meeting must be made with the Library Director at least one week prior to the meeting. Change of meeting dates and/or times must also be cleared by the Library Director.

INSURANCE: Use of the Claverack Free Library will only be permitted where the organization provides a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage. The Certification of Liability Insurance must be submitted prior to using the facility. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign a Waiver of Indemnification prior to using Library facilities.

GENERAL RULES OF USE:

1. The Library may not be used for religious services, sales promotions, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Existing programs that offer educational services to library patrons, such as Defensive Driving, are exempt from this rule.

2. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
3. Meetings must be held during hours the Library is closed.
4. Meetings occurring when the Library is closed require a library staff person or Trustee to be present. Staff and/or Trustee can open and lock the library door.
5. The meeting must not conflict with previously scheduled events.
6. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the facility.
7. Individuals or groups using the Library facility shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
8. Attendance at authorized meetings may not exceed the maximum Program Room capacity of 35 individuals.
9. Groups of children or teenagers must be supervised by at least one adult for every seven (7) children/teens.
10. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited. Food may be served with the Director's approval.
11. No games of chance may be played.
12. No fee can be charged for the event.
13. The applicant is responsible for all room set-up and breakdown of their own equipment. Library personnel will not move or rearrange heavy equipment. The applicant is responsible for all cleaning up and returning the room to its found condition. The Library must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
14. Use of audio-visual equipment must be arranged at the time of reservation.
15. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
16. The applicant accepts liability for either damage to Library facilities or its contents occurring as a result of the applicant's use of the facility.

17. The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
18. The applicant assumes responsibility for participant accommodations (e.g. assisting listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
19. Library personnel must have free access to the Library at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
20. Meetings must be open to the public.

MEMORANDUM OF UNDERSTANDING:

Permission may be granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board through the Board President.

The meetings should be in keeping with the Library's mission.

The Library does not advocate or endorse the viewpoints of meetings or users.