

# Facility

# Use

# Policy

(Adopted April, 2014; Rev. March, 2017; Dec. 2019, Feb. 2023)

## **Library Facility 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, intellectual 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.

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.

### **Application for Use**

The first time a group requests use of the Library it must file a Registration Application at least one month prior to the date of use. The Group's Registration Application will be reviewed by the Library's Board of Trustees, and the group will be notified by the Library director of the Board's action on its application. Upon approval this application will be valid for three (3) years.

Following Board approval of the Registration Application, the group requesting use of the facility must file a Facility Use Scheduling Form with the Library director at least one week prior, but not more than three months prior, to the date of use. Permission is granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board. Applicants must submit the appeal in writing to the Library Director at least 10 days prior to the next Board Meeting.

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. The group will be required to acknowledge receipt and acceptance of Library policies listed on the Registration Application.

Use of the Library requires that the organization provide a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage, prior to using the facility. The applicant accepts liability for either damage to Library facilities or its contents occurring as a result of applicant's use of 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.

Use of the Community Room requires a \$50 deposit, refunded if the Community Room does not require cleaning services. Individuals using the Library shall leave it in neat, clean, orderly condition; if not, continued access to use may be denied. The organizer of the event will be responsible for paying for all repairs and/or replacement costs incurred as a result of damage caused by misuse, abuse, or loss of Library equipment or facilities.

Individuals or groups using the Library facility shall secure any necessary performance licenses for materials presented and indemnify the Library for any failure on their part to do so.

## **Criteria for Eligibility of Use**

The following criteria describe individuals and groups who may be eligible to use the Library facilities:

1. No-profit organizations and individuals engaged in educational, cultural, intellectual or civic purposes may be eligible.
2. Facilities may not be used for religious services, sales promotions, private 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.
3. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public. *Elected officials may host "office hours" for constituents, but not within 6 months of an election for that office.*
4. Meetings/events must be free of charge to participants and open to the public.
5. The size of groups using the Community Room may not exceed a capacity of 120 people; groups using the Conference Room may not exceed 26 individuals.
6. The organization contact will hold a Mid-Hudson Library System card in good standing.
7. The meeting must not conflict with previously scheduled events.

## **Rules of Use**

Individuals and organizations must abide by the following rules in order to use the Library facilities. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.

1. 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. The use of the Library as the address or headquarters for any group or organization using the Library for meeting purposes is prohibited. The library does not publicize non-library sponsored events.
2. The placement of signs or banners of any kind on the exterior of the building or grounds, other than those relating to the Library or its events, is not permitted. Nothing may be attached to walls, ceiling, doors or furniture without advance approval by the library director.

3. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
4. 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. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
5. Parking: We have adequate parking for normal library usage and small meetings held at the same time. Considerations should be given to carpooling when your organization may be bringing a large number of people to the library for a special event.
6. 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 cleaning up and returning the room to its found condition. Tables and chairs should be returned to the positions in which they were found.
7. Groups of children or teenagers must be supervised by at least one adult (over the age of 20) for every seven (7) children/teens.
8. No cooking may be done or food served without approval of the Library Director. Alcoholic beverages are not allowed at non-library sponsored events. No smoking is permitted. Burning of any materials, including incense and candles, is not permitted.
9. The Library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
10. No games of chance may be played where prizes exceeding \$50 are awarded.
11. Use of audio-visual equipment must be arranged at the time of reservation.
12. 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.
13. Items on display in the gallery or conference room should not be moved.
14. The thermostats that control the heating and air conditioning should not be adjusted by anyone other than library staff.
15. Notify library staff immediately if any malfunctions of utilities or equipment emerge during the use of the facility. If the library is closed, use emergency numbers provided.