

# **SUFFERN FREE LIBRARY POLICY FOR THE USE OF THE MEETING ROOMS**

## **PURPOSE**

The Meeting Rooms and related facilities of the Suffern Free Library are an integral part of the Library's services and are intended primarily for Library sponsored programs. As a public institution, however, the Library also attempts to share these facilities with local community groups for educational, recreational, civic and cultural meetings or programs, provided that such use does not interfere with Library services or programs or place undue burden on Library resources. The Library does not advocate or endorse the viewpoints of Meeting Room Users.

## **POLICY**

The following guidelines govern the use of the Meeting Rooms, however, the Library Director and the Board of Trustees shall, at all times, have the authority to make a decision on any application for use based on what is in the best interests of the Library and the community it serves.

All groups must sign this policy statement signifying that they have read and understood the policy and agree to follow the rules and regulations established by the Suffern Free Library for the use of the Meeting Rooms. Failure to comply with these rules and regulations or other Library policies, including the *Code of Conduct policy*, may result in the cancellation of a program, termination of a program with an order to vacate the premises immediately and/or suspension of the privilege of using the Meeting Rooms for any User or affiliates thereof. Meetings or programs must be conducted in a manner respectful of the rights of others.

## **OPEN MEETINGS**

All meetings and programs shall be free, except as noted, and open to the public. Unless specifically approved by the Library, no fees may be charged for any program. The Library may allow authors, artists and performers to sign and sell their work during Library sponsored programs. Groups may request a reasonable fee from participants to cover the actual costs of materials, handouts, craft making supplies, refreshments, etc furnished to participants. Such charges should not be construed as an admission fee, and attendance is not to be limited to those individuals who pay the fee. Arrangements for any such fees have to be approved at the time of making the room reservation.

## **PRIORITIZATION OF USE**

Meeting Room use is primarily for the Library, Library-affiliated or Library-sponsored/co-sponsored meetings or programs which shall have priority over all other uses. Otherwise, use of the Meeting Rooms is scheduled on a first-come, first-served basis. Because the Library serves residents of the Ramapo Central School District ("RCSD") and is funded through local taxation, as detailed hereafter, use shall be primarily by groups and organizations based within the District, or which provide substantial services to its residents. These groups include:

- Non-profit organizations headquartered in the RCSD.
- Local civic, community, or educational organizations and other groups, whose purpose is non-commercial and non-profit and whose members reside in the RCSD.
- Non-profit organizations based outside the RCSD that provide services to the residents of the RCSD with proof of 501(c)(3) status.
- Governmental agencies.
- For profit or commercial groups headquartered in the RCSD.
- Residents of the RCSD when representing in an official capacity one of the groups or organizations listed above, and able to also demonstrate substantial participation by residents of the RCSD.

## **RESTRICTIONS ON ACTIVITIES**

The Meeting Rooms may not be used for:

1. The sale of merchandise or services, except for sales conducted by the Library or a non-profit friends of the Library group, the proceeds of which shall be for the benefit of the Library. Incidental sales by artists, musicians or authors of their creative work is permitted.

2. Meetings of a commercial and/or for profit nature. Users may not directly solicit business or collect contact information from program attendees to market any product or services. This includes such programs as investment seminars, sales/service demonstrations, demonstrations by private for-profit health care representatives, etc.
3. Private social occasions.
4. Fund-raising activities by political or partisan groups.
5. Illegal purposes.
6. Programs that would tend to disrupt the use of the Library by others.
7. Gaming activities.

#### **LIABILITY**

1. Any damage or loss to the Meeting Rooms is the responsibility of the User and shall be billed accordingly. Damage should promptly be reported to the Library staff.
2. The Library is not responsible for loss, theft or damage to any property brought onto the Library premises (including the parking area) for any purpose or under any circumstance.
3. The User agrees to hold the Library harmless from any claim for any injury, loss or damage caused by any act whatsoever, by User or any attendee or any employee or guest of the Library.

#### **TIME**

1. Users may book space no more than 3 months in advance, subject to the Library's calendar. Repetitive meeting schedules will not be approved for more than 3 months at one time, and are subject to periodic review. The Library cannot guarantee the space for regular meetings.
2. The Meeting Rooms may be booked only for those hours when the Library is scheduled to be open:  
Monday-Thursday: 10 a.m. to 8:45 p.m.  
Friday & Saturday: 10 a.m. to 4:45 p.m.  
Sunday: 12 p.m. to 4:45 p.m. (Sept. through June only)
3. All users must vacate the meeting room 15 minutes prior to the Library's scheduled closing.

#### **CANCELLATIONS**

1. Meeting Room bookings are subject to cancellation or rescheduling (with reasonable notice when possible) at any time, if the room is needed for Library use or Library sponsored activities. In these instances the organization's contact person will be informed and every effort will be made to arrange alternate space for the displaced program.
2. In case of inclement weather, it is the User's responsibility to determine if the Library is open and to notify attendees of any cancellation.
3. Should the User have to cancel its meeting, the person signing the application is responsible for notifying the Library at least one week before the scheduled meeting date.
4. If during the course of a program, the Library is caused to suspect or believe that the potential exists for misconduct or harm to any person or property, the Library has the right to order the group to vacate the premises immediately and/or suspend the privilege of using the Meeting Rooms to that organization or group.

#### **GENERAL RULES AND REGULATIONS**

##### **CHILD SUPERVISION**

*In accordance with the Library's "Unattended Child Policy":*

1. 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.
2. During the program, users and attendees may not leave children under the age of 8 unattended in the Library or in the responsibility of someone under the age of 14.

##### **APPLICATION FOR USE**

1. An application must be completed, signed and filed with the Library Director, or her (his) designee.
2. The individual signing the application for use of the room on behalf of a group must be 21 or more years of age, be a resident of the RCSD and be in attendance when the Meeting Room

is in use. The person shall be responsible for the conduct and activity of the users and shall insure that the room is left in good order upon completion of the meeting.

3. No User may transfer use of the room to another group.
4. Where meetings are jointly sponsored, all co-sponsors must be named on the application.
5. If the Library discovers that the User has misrepresented the nature of their organization or group or the nature of the program, the Library has the right to order that the premises be vacated immediately and/or suspend privileges of using the Meeting Rooms.
6. Applications may be denied if the User failed to comply with the Meeting Room policy or other Library policies in the past.
7. If an application is denied, the applicant has the right to appeal to the Board of Trustees.

#### PUBLICITY AND PROGRAM MATERIALS

- All publicity relating to events must be handled by the user and must clearly state: *“This event is not sponsored or endorsed by the Suffern Free Library and is free and open to the general public. The library is not responsible for the information presented in this program.”*
- In all material publicizing the program, the name of the sponsoring organization must be larger and more prominent than that of the Library.
- The Library’s telephone number may not be used by any non-library related group. Telephone inquiries should be made to the sponsoring organization.
- Direct or indirect implications that an organization or program is sponsored or approved by the Library are strictly prohibited. The name and address of the Library may not be used as an official address or headquarters of any organization.

#### USER FEES

1. The Library Trustees shall set user fees for the Meeting Rooms by resolution, which may be adjusted from time to time.
2. Use of the Meeting Rooms is free with the following exceptions which will incur a user fee:
  - a. Use by for-profit or commercial organizations headquartered in the RCSD during hours when the Library is open. A letter of intent must be submitted with the application. No admission fees may be collected but a nominal materials fee may be allowed.
  - b. Use by non-profit local organizations for fund raising events during hours when the Library is closed. Such use is only by approval of the Board of Trustees.
  - c. Where unusual supplies or services are required for a meeting, the Library reserves the right to deny a request or charge a fee.
  - d. If extraordinary housekeeping or maintenance service is necessary.
  - e. Other organizations not listed, but permitted at the discretion of the Trustees.

#### PAYMENT OF USER FEES

1. Payment of the User fee by check to the Suffern Free Library is due by the event date. The Library will not bill users after an event.
2. In case of closures or cancellations initiated by the Library, fees will be refunded.
3. Should the User have to cancel its meeting, fees will be refunded if the Library has not incurred any expenses as a result of this reservation, as determined by the Library.

#### FACILITIES

1. The User may request to borrow certain Library equipment for use during a meeting or program. The request should be made at the time of application using the “Application for Use of the Meeting Rooms”. Please note the Library cannot provide operators for any equipment.
2. The number of attendees shall be limited to 125 in a theater arrangement and 70 with tables set-up.
3. No smoking or alcoholic beverages are allowed.
4. Attaching decorations, displays, signs, posters or other material to any exterior or interior surface shall not be permitted.

5. If available, refreshments are allowed only from the Library's café, or by making arrangements directly with the café for catering services. The User is responsible for cleaning up any waste in the Meeting Room.
6. Burning of any materials, such as incense, candles, any other and open flames is prohibited.
7. Meeting Room Exhibitions: Art or other exhibits on display in the Meeting Room must not be moved.
8. Heating and Air-conditioning: Do not touch the thermostats that control the heat and air conditioning. Please inform the Library immediately of any malfunctions of utilities or equipment that you encounter during the use of the facilities.
9. The Meeting Rooms must be left clean and all furniture returned to its original placement.

THE BOARD OF TRUSTEES MAY AMEND POLICIES AND REGULATIONS GOVERNING THE USE OF THE MEETING ROOMS AT ANY TIME WITH IMMEDIATE EFFECT, WITHOUT ADVANCE NOTICE.

Revisions Adopted by Board on May 26, 2009

Revisions adopted on October 28, 2003

**MEETING ROOM POLICY CERTIFICATION**

I hereby certify that I have received the Policy for Use of the Meeting Rooms of the Suffern Free Library. I have personally read the Policy, and agree to comply with the terms of the Policy regarding the use of the Library's Meeting Rooms.

Signature

Date

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