

## **Community Meeting Room and Outdoor Space Use Policy**

Purpose: This policy outlines the rules governing the usage of public spaces on the premises of the Saugerties Public Library.

Use of the Saugerties Public Library Community Meeting Room and Outdoor Meeting Space is primarily for programs conducted or sponsored by the Library and Friends of the Saugerties Public Library, and such programs shall have priority over all other requests. As a public institution, however, the Library also shares these facilities with local community groups (i.e. located within the Town of Saugerties) for informational, educational, recreational, civic and cultural meetings.

Community Meeting Room and Outdoor Meeting Space access may be unavailable or available with limited or restricted use in compliance with relevant laws, Executive Orders, and public health and safety guidelines.

Authorization to use meeting spaces does not constitute an endorsement by the Library of a group or organization's positions or beliefs. All publicity relating to events must be handled by the user and must clearly state: "This event is not sponsored or endorsed by the Saugerties Public Library and is free and open to the general public."

The meeting room and outdoor meeting space shall not be used for private, for-profit, entrepreneurial or commercial purposes, and all events shall be open to the public and free of charge. The Library Director 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. Any such decision may be appealed to the Board of Trustees.

### **Application Process**

Application for use of the Community Meeting Room or the Outdoor Meeting Space is made to the Library Director by the individual responsible for the meeting by completing and signing the ***Community Meeting Room Request Form or the Outdoor Meeting Space Form***. Such individual must provide proof of Saugerties residency and proof that the organization using the room is also located in the Town of Saugerties. Scheduling requests should be made at least two (2) weeks prior to the event, but may not be made more than two (2) months in advance. Each event must be confirmed with the Library at least one week prior to the meeting. The Library is to be notified of any cancellation at least forty-eight (48) hours prior to the event. Failure to notify the Library may result in the organization not being allowed to use the space in the future.

## **General Rules of Use**

1. Events can be scheduled to take place between 8 am and 9 pm.
2. Maximum capacity for the indoors Community Room is 70 people.
3. The applicant must complete the ***Audio-Visual Equipment Checklist*** and coordinate the use of all audio-visual equipment with the Library upon reserving the Community Meeting Room.
4. Any film/video to be shown in the Community Meeting Room or Outdoor Meeting Space must be disclosed to the library so that copyright compliance can be assured. No applicant may show any film/video for which valid permission for a public showing is not in place.
5. All events held in the Community Meeting Room and Outdoor Meeting Space must be open to the public and no admission can be charged.
6. For events occurring before or after regular Library hours, the applicant is responsible for making prior arrangements with the Library Director. The Library will charge a \$25 fee for meetings that take place outside of regular library operating hours.
7. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Community Meeting Room or Outdoor Meeting Space.
8. The individual signing the application for use of the Community Room or Outdoor Meeting Space on behalf of a group shall be responsible for the conduct and activity of the attendees and shall insure that the room is left in good order upon completion of the meeting.
  - If user has attendees under the age of 18, an adult over the age of 21 must be in attendance to supervise.
  - User and attendees may not leave children under the age of 10 unattended in the Library.
9. Prepared food and beverages may be served and limited amounts of alcohol may be consumed at the discretion of the Director. Smoking is prohibited.
10. The applicant is responsible for all set up, clean up, and return the space to its original configuration and condition. Trash must be removed from the building or outdoor space.
11. The Library does not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
12. Meetings must be conducted in such a way as to not disturb Library operations.
13. Library personnel shall have free access to the Community Meeting Room and outdoor Meeting Space at all times.
14. Failure to comply with the regulations in this policy and the Library's Patron Code of Conduct may result in cancellation or ejection from the event, and/or the denial of future use of meeting space.
15. The Community Meeting Room and Outdoor Space Policy is determined by the Library Board of Trustees, and is subject to review and revision at the discretion of the Board of Trustees. Appeals to this policy may be submitted to the Board of Trustees in writing.

## **Liability**

Any damage to the Community Rooms or Outdoor Meeting Space, loss of equipment or materials is the responsibility of the organization and shall be billed accordingly.

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.

The organization using the facility agrees to hold the Saugerties Public Library, its employees, and its guests harmless from any claim, for any injury, loss or damage caused by any act whatsoever by the user or any attendee of the event.

The Library reserves the right to close the building in inclement weather or unforeseen emergencies. It is the User's responsibility to determine if the Library is open and to notify attendees of any cancellation.

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Approved by the Saugerties Public Library board on January 1, 1998; Revised: September 8, 2015; July 9, 2020; February 2021

Review History: October 12, 2010; August 9, 2011; December 13, 2011; December 2020 (WOH)

Review Cycle: 3 years