

**EAST FISHKILL PUBLIC LIBRARY DISTRICT
ROOM USE POLICY**

POLICY STATEMENT

It is the policy of the East Fishkill Public Library District ("Library") to permit the use of the Cross Room and Alley Room by non-commercial local community groups, free of charge, for educational, recreational, and civic purposes.

RESPONSIBILITIES

- The Library Director or his/her designee is responsible for management of room use requests, scheduling, and communication with user groups.
- The requesting group ("Group") is responsible for designating one person to represent the Group; that person will provide contact information, sign any agreements required by the Library, provide any documents that the Library requires, and will ensure that the Group adheres to all rules and procedures including the Code of Conduct.
- The reservation must be made by an adult and no one under the age of 18 will be permitted to use the room unless an adult is present at all times.

INSURANCE

- If the Group has insurance, the Library requires Comprehensive General Liability with limits not less than \$1M/\$2M and the addition of the Library as an additional insured on a primary non-contributory basis.

HOLD HARMLESS

- The Group shall indemnify and hold harmless the East Fishkill Public Library District and its representatives from all cost, expense, or liability resulting from use of the Library's property.
- The Group shall assume all responsibility for any damage to the room or its contents by anyone who runs or attends the Group's activity.

GENERAL INFORMATION

Timing

- The Group may apply to use a meeting room for times that the room is not already reserved for Library programming.
- Applications are reviewed in the order received.
- Rooms are unavailable during emergency closings. The Library may not be able to contact the Group and will post unscheduled closings in several places including the Library website.
- Groups may stay until 11 PM irrespective of when the Library closes; however, the Group must start the meeting during regular Library hours.
- Library events have priority for room use.
- Rooms are available on a repeating schedule, but the use of those rooms may be overridden by library needs. Any required cancellations will be shared with the Group designee at the earliest possible time. All other policies and procedures apply.

Operations

- Use of the meeting rooms by groups may not interfere with normal Library operations.
- Attendance may not exceed occupancy as posted by the fire inspector.
- Maximum attendance may be reduced by the Library for public health concerns.
- Library reserves the right to refuse the use of meeting rooms or cancel or suspend at its discretion any reservation.

Conduct

- No admission fees may be charged by the Group.
- Commercial solicitation is prohibited.
- Rooms are not used for private events such as a child's birthday party. The Library can designate open quiet study hours as needed.
- Groups and their attendees must abide by all Library rules and policies.

Physical Plant

- If attaching working documents to the walls, only non-permanent putty, such as Fun Tack, may be used.
- Open flames are not allowed.
- Group is responsible for disposing of all trash and debris generated by the event and returning the furniture to original locations.
- Furniture in other locations of the Library may not be moved into the meeting rooms unless prior arrangements were approved.
- The Group assumes responsibility for any damage to the rooms or their contents.

General

- The Library does not endorse the viewpoints, policies, or activities of Groups using Library space.
- Groups are prohibited from making statements in their advertising or meeting announcements that indicate or suggest Library sponsorship or endorsement.
- Library reserves the right to limit the number of times a Group may use the Rooms within a given period.
- Room use reservations are not transferable.
- The Library staff may be able to provide limited help with technology as staffing allows.

PROCEDURES

Specific procedures are provided in a separate document. (NOT WRITTEN YET).