

Tuxedo Park Library

Program Room Policy

The Library's program room is primarily to be used for Library-sponsored and co-sponsored programs and activities. As a public institution, the Library also tries to share these limited facilities with local non-profit community groups and organizations on as widespread and equitable a basis as possible for educational, recreational, cultural, and informational meetings and programs.

Scheduling priorities shall be as follows: Library-sponsored and co-sponsored activities, meetings and events sponsored by non-profit groups from the chartered library district, the Tuxedo Union Free School District, the Monroe-Woodbury Central School District, and the Town of Tuxedo.

The following guidelines have been approved by the Library Board of Trustees for Program Room use by outside groups:

1. Space is not available for the benefit of private individuals, for-profit organizations, social gatherings, religious services, political gatherings, or commercial organizations.
2. Approval is granted on a first come, first served basis for only a single meeting or for a series of meetings.
3. Space will only be available during the Library's open hours. Attendees must vacate the premises 15 minutes before the Library closes.
4. Admission fees may not exceed a reasonable fee to all in attendance to cover the expense of the program.
5. Simple refreshments may be served provided that the room is left in the condition in which it was found. Users must bring their own utensils and supplies. All refuse must be disposed in containers provided.
6. Smoking, alcoholic beverages or illegal drugs are allowed not permitted on the premises.
7. Organizations showing films must provide their own projector and operator, and are responsible for securing any licensing permission that may be required.
8. The Library Board of Trustees is not responsible for accidents, injury, or loss of individual property while the Program Room is

in use. Applicants must sign the attached Application for Permission to Use the Program Room.

9. The Library Board of Trustees is not responsible for cancellation of the use of the Program Room due to inclement weather, power failure or any other emergency.
10. The applicant shall be responsible for the observance of all rules and regulations.
11. Any damage to the Program Room is the responsibility of the applicant and the group using the room.
12. The Program Room may not be used without permission from the Director or the President of the Board of Trustees.
13. Nothing should be attached by tape or any other means to the walls of the building.
14. The noise level in the Program Room must not interfere with the public's use of the Library.
15. The Library reserves the right to revoke and cancel any permission granted when such use may be deemed to be in conflict with the best interest of the Library.
16. Nothing in the foregoing shall be deemed to give any organization an absolute right to the use of the Program Room. The Board of Trustees has the final and sole responsibility to prescribe policies regulating such use and may refuse any or all such uses if, in their opinion, there is a possibility of disorder, damage to Library property, or other sufficient cause to restrict or refuse such use.

Adopted by the Board of Trustees, November 12, 1996
Revised March 14, 2007