

# **Mamakating Library**

## **COMMUNITY ROOM POLICY**

- Organizations seeking to use the Community Room must be considered individually and ruled upon by the Library Director.
- All activities conducted by said organizations must be non-profit, non-commercial, community-oriented and educational or cultural in focus and open to the public. Personal parties or gatherings are not considered eligible (with exception to Kathy's Kozy Kafé). Each activity must be considered individually and ruled upon.
- The Community Room is accessible to non-profit groups regardless of their beliefs or affiliations of their members.
- Library-supported activities will pre-empt all others. In order to give maximum benefit to library-supported activities and minimum inconvenience to others, an application for use must be submitted a reasonable amount of time prior (30 days is suggested) to the date requested. A final decision will be made within 14 days of the date of submission.
- As a publicly supported institution, it is essential that both the security and physical plant of the Library be maintained at the highest possible levels. For that reason, any organization using the Library Community Room may be required to employ the services of the Library's custodial personnel, at a rate determined by the Board of Trustees.
- The responsible officer of each organization applying for use of the Community Room shall be made responsible for building security, for fulfillment of the rules set forth for the use of the facilities, for the conduct of members and guests when on Library premises, and for the payment of all charges for the maintenance of the building and facilities.
- The premises, inventory and equipment will be inspected after each non-Library sponsored activity and assessments shall be made for excessive disorder, breakage or loss.
- Smoking and the use of any drug, including alcohol, are prohibited.
- All organizations are expected to clean the premises before leaving and return the area to the state in which it was found.
- No materials or equipment are to be used without express permission of the Library Director. Any items approved for usage must be returned at the conclusion of the period covered by the agreement. Any items approved for usage may be subject to inspection/search by the Library Director and/or Board of Trustees.
- No Library property may be removed from the premise without the express permission of the Library Director.
- All applications submitted for use of the Community Room are required to submit a Certificate of Liability for the minimum standard insurance coverage determined by the Library's insurance carrier.
- Publicity [i.e. posters, brochures, radio and TV announcements, etc.] – the Library cannot be identified as a sponsor. Neither the name nor the address of the Library may be used as the official headquarters of the organization. Broadcast in the Community Room [video, sound] must be approved by the Library Director and Board of Trustees.
- No animals are permitted with the exception of eye/hearing [service] dogs.
- The Library maintains the right to monitor all meetings conducted on the premises to insure compliance with the policies. Library personnel must have free access to the Community Room at all times.

Adopted 12/2/09  
Mamakating Library Board of Trustees