

## Use of Public Meeting Room Middletown Thrall Library

### **Policy**

The library's meeting room and related facilities were planned primarily to be used for library sponsored and co-sponsored programs and activities. As a tax-supported 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.

### **Application Procedure**

Forms are available in the Director's Office. A completed application must be submitted at least 30 calendar days in advance of the requested date of use. No reservation will be accepted without the filing of a completed application.

### **Priority**

In all cases regular library activities, followed by groups located within the Thrall Public Library District of Middletown & Wallkill, shall precede outside requests. Priority use for outside groups shall be granted on the basis of educational purposes to be followed by the uses for charitable purposes.

### **Availability**

Except for library and library related programs, groups shall not use the rooms for meeting more than once a month.

### **Supervision**

Organizations and groups granted permission for facility usage shall insure that adequate adult supervision is provided at all times.

The presence of a library employee shall be required during the scheduled time of use. It is the responsibility of the library employee to arrange for access to the meeting room, to examine the room before and after use for discovery of possible damage to or loss of property, and to secure the room upon completion of use.

The permit holder shall reimburse the library for the actual costs of such services by library employees if they are provided during times other than when said employees are regularly scheduled for work. Fees for such estimated costs may be collected in advance of the programs.

### **Liability**

Permit holders shall be liable for any damages to library property, furnishings or

equipment so assigned and designated for use. It is recommended that any damage to the property, including missing furnishings or equipment, be noted by the permit holder and brought to the attention of library employees on duty. Damages may lead to the organization being barred from any future use of the room.

Permit holders shall be fully responsible for the property and possessions of its members brought into the Middletown Thrall Library or on its grounds and will hold the library free of any and all liability for loss or damage to such personal property of the organization or its members as a result of or during use of the library.

### **Personal Injury**

The permit holder shall indemnify and save the Thrall Public Library District of Middletown and Wallkill harmless from any and all personal liability including bodily injury to its attendees arising from the use of library facilities. In all cases of the use of library facilities by outside groups specific liability insurance is required in the following amounts:

\$1,000,000 aggregate - \$1,000,000 each occurrence

A certificate of insurance must be submitted to the library as proof of the required coverage, naming Thrall Public Library District of Middletown & Wallkill as an additional insured party.

### **No Smoking/No Alcohol Policy**

Smoking and the use of alcohol is prohibited inside the Middletown Thrall Library.

### **Fees**

The schedule of fees for use of the meeting room at times other than regularly scheduled library hours can be obtained from the Director's Office.

### **Disclaimer**

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs. The Board of Trustees of the Thrall Public Library District of Middletown & Wallkill at its discretion shall be the final authority regarding the use of the room.

Approved by Middletown Thrall library Board of Trustees, February 2003