

## **SUFFERN FREE LIBRARY**

### **POLICY FOR THE USE OF THE COMMUNITY ROOMS**

The Community Rooms and related facilities of the Suffern Free Library are an integral part of the Library's services, and have been planned primarily to be used for Library sponsored programs. As a public institution, however, the Library also attempts to share these facilities with local community groups for informational, educational, recreational, civic and cultural meetings. The Library does not advocate or endorse the viewpoints of meeting room users.

The following guidelines govern the use of the community rooms, however, 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.

Rooms are not available for private social occasions.

#### **GENERAL:**

1. All meetings and programs, whether Library sponsored or held by outside groups, shall be free and open to the public.
2. Users may book space in advance, subject to the Library's calendar and the need to make the rooms available to as many community groups as possible. Repetitive meeting schedules will not be approved for more than 3 months at one time, and are subject to review, periodically.
3. The Community Rooms may be booked only for those hours when the Library is scheduled to be open:  
Monday . Thursday: 10 a.m. to 8:45 p.m.  
Friday & Saturday: 10 a.m. to 4:45 p.m.  
Sunday: 12 p.m. to 4:45 p.m. (Sept. through June only)
4. All Users must vacate the meeting room 15 minutes prior to the Librar's scheduled closing.
5. User meetings may need to be cancelled, or re-scheduled (with reasonable notice), at any time when the facility is needed for library use or library sponsored activities.
6. If User has attendees under the age of 18, at least one adult over the age of 21 shall be in attendance for every 10 attendees under 18 in grade school, and one adult over age 21 for every 5 attendees under grade school.
7. User and attendees may not leave children under the age of 8 unattended in the Library or in the responsibility of someone under the age of 14.
8. The individual signing the application for use of the room on behalf of a group shall be responsible for the conduct and activity of the users and shall insure that the room is left in good order upon completion of the meeting.
9. All publicity relating to events must be handled by the user and must clearly state:  
*This event is not sponsored or endorsed by the Suffern Free Library and is free and open to the general public..*
10. The Library's telephone number may not be used by any non-library related group.
11. In case of inclement weather, it is the User's responsibility to determine if the Library is open and to notify attendees of any cancellation.
12. The Library reserves the right to eject, cancel or suspend the rights of use for any User or affiliates thereof in event of the violation of any aforesaid rules and regulations or for any reason whatever.

**FACILITIES:**

1. On request, at time of application, the Library will provide 30" x 6' tables, chairs, lectern, board, overhead projector, TV/VCR.
2. Persons using the facility may not attach decorations, displays, posters etc. to any surface.
3. The number of attendees shall be limited to the number prescribed by local fire regulations.
4. No smoking or alcoholic beverages are allowed. No gaming is allowed.
5. The rooms may not be used for sale of merchandise or services, except for sales conducted by the Library or a non-profit Friends of the Library group, the proceeds of which shall be for the benefit of the Library. The Library may allow authors, artists and musicians to sell their work during library sponsored programs.
6. Refreshments are allowed only from the Library's Cafe, or by making arrangements directly with the Cafe for catering services, except for library sponsored programs. Where refreshments are obtained by attendees from the Cafe, the User is responsible for cleaning up any waste in the Community Room.
7. Room must be left clean and all furniture shall be returned to original placement.

**LIABILITY:**

1. Any damage or loss to the community room is the responsibility of the organization and shall be billed accordingly.
2. 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.
3. The User agrees to hold the Library harmless from any claim for any injury, loss or damage caused by any act whatsoever, by User or any attendee or any employee or guest of the Library.

**APPLICATION FOR USE:**

1. An application must be completed, signed and filed with the Library Director, or her (his) designee. Confirmation or denial will be applied in writing to the application once the form has been submitted.
2. Should the User have to cancel its meeting, the person signing the application is responsible for notifying the Library at least one week before the scheduled meeting date.

**FEES:**

1. Use of the Community Rooms by not for profit local organizations is free, with the following exceptions:
  - a. Where unusual supplies or services are required for a meeting, the Library reserves the right to deny a request or charge a fee.
  - b. Where the meeting is not open to the public.
2. A fee may be charged to a non-profit organization using the meeting room for a limited enrollment or feebased workshop.

**RENTAL:**

1. The Community Room may be available for rental by non-profit local organizations for fund raising events during hours when the Library is closed. Such use will be charged rent and is by approval of the Board of Trustees only.
2. The Community Room may be available for rental by for-profit local organizations during hours when the

Library is open. A letter of intent must be submitted with the application.

3. For-profit organizations renting the Community Room may not charge a fee or collect money from participants.

4. Payment by check to the Suffern Free Library is due by the event date.

**POLICIES AND REGULATIONS GOVERNING THE USE OF THE COMMUNITY ROOMS MAY BE AMENDED BY THE BOARD OF TRUSTEES AT ANY TIME, WITHOUT NOTICE.**

Amended October 28, 2003