

## MEETING ROOM POLICY

Use of meeting rooms in the Olive Free Library is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of established and recognized institutions, groups, and associations with educational, cultural, or civic purposes in keeping with the library's mission. The fact that a group is permitted to use library space does not in any way constitute an endorsement of the group's policies or beliefs by the Library. All meetings must be free of charge and open to the public.

Programs that are planned by the Library take precedence over meetings of outside groups. The Library reserves the right to pre-empt the use of the meeting rooms for Library purposes upon two (2) weeks' notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to the numerous groups of the community, reservations are taken not more than three (3) months in advance.

***Application:*** Formal application for use of meeting rooms is made by submitting an *Application for Use of Meeting Rooms* form to the Library Director. An individual responsible for the meeting must complete and sign the application form. Permission is granted at the discretion of the Library Director. The Director's denial of a request may be appealed to the Library Board of Trustees in writing. Reconfirmation of the meeting must be made with the Library Director at least one week prior to the meeting. Change of meeting dates and/or times must also be cleared by the Library Director.

***Insurance:*** For non-library programs and programs and meetings occurring outside of normal library hours, Olive Free Library requires a current Certification of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage. The Certification of Liability Insurance must be submitted prior to using the meeting room.

### ***General Rules of Use***

1. Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting rooms.
2. Posting flyers, notices, posters, hand bills, etc. in the Library is subject to library policy.
3. Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
4. All meetings must be held during the Library's regular hours of operation. Programs should be planned so that the meeting room will be vacated 15 minutes before closing time. Programs in meeting rooms may not disturb the library's normal operations.
5. No games of chance may be played.
6. Maximum capacity is 70 people.
7. Groups of children or teenagers must be supervised by one adult for every ten children/teens.

8. No cooking may be done or food served without approval of the Library Director. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
9. Meeting rooms are not available outside of normal library open hours, except under extenuating circumstances, at the discretion of the Library Director.
10. Meetings must be conducted in such a way as not to disturb Library operations, and must be respectful of library staff and patrons.
11. Individuals or groups using the community room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
12. Use of audio-visual equipment must be indicated at time of reservation. The applicant must supply any audio-visual equipment.
13. The applicant is responsible for all room set-up and breakdown of their own equipment, but not for moving the tables and chairs. Library personnel will not move or rearrange heavy equipment. The applicant is responsible for all cleaning up and returning the room to its found condition.
14. The Library provides no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
15. Fee for the use of the meeting spaces is \$35/calendar day or part thereof. Established not-for-profit groups can apply for a fee waiver.
16. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies.
17. Meeting room policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board. Appeals to any of these policies may be submitted to the Board of Trustees in writing.
18. The applicant assumes responsibility for participant accommodations (e.g. assistive listening devices, etc.) and specific articles of compliance as required by the Americans with Disabilities Act.
19. Library personnel must have free access to the meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with these regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. Meetings in progress that are observed to be in violation of this policy will be terminated immediately.
20. The applicant accepts liability for either damage to Library facilities or loss of Library property.

*Updated April 23, 2014*

*Olive Free Library*  
*P.O. Box 59 (4033 Route 28A)*  
*West Shokan, NY 12494*  
*845-657-2483 olivefreelibrary.org*

MEETING ROOM USE APPLICATION

Contact Information

Name of Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Event Information

Date Requested: \_\_\_\_\_

Room Requested:

Upstairs Community Room \_\_\_\_\_ Downstairs Meeting Room \_\_\_\_\_

Event Time: Start: \_\_\_\_\_ Finished: \_\_\_\_\_

Recurring event? Yes \_\_\_\_\_ No \_\_\_\_\_ Next Meeting \_\_\_\_\_

Setup required: Yes \_\_\_\_\_ No \_\_\_\_\_

Food/Beverages Served? Yes \_\_\_\_\_ No \_\_\_\_\_

Key Required? Yes \_\_\_\_\_ No \_\_\_\_\_

A/V equipment used? Yes \_\_\_\_\_ No \_\_\_\_\_

Event Fee: \$35.00 \_\_\_\_\_

Approved for the Olive Free Library: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Date event to be confirmed: \_\_\_\_\_

Note: The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the applicant who requested that space. The Olive Free Library must be informed of cancellations within 48 Hours of the event. Event fee payments are due upon reservation