



## Policy 3.2. Community Room Use

**Purpose:** This policy outlines the rules governing the usage of public spaces on the premises of the Haverstraw King's Daughters Public Library.

**Policy Statements:** The Community Rooms and related facilities of the Haverstraw King's Daughters Public 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 shares these facilities with local community groups for informational, educational, recreational, civic and cultural meetings.

The Library endorses the principle adopted by the American Library Association in the *Library Bill of Rights* (HKDPL Policy 1.1) regarding meeting room use which states, "Libraries which maintain meeting rooms, exhibit space, or other facilities open to the public should make them available on equal terms to all persons, regardless of their beliefs or affiliations." Authorization to use meeting rooms does not constitute an endorsement by the Library of a group or organization's positions or beliefs.

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.

For the purposes of this document, the terms "not-for-profit" and "non-profit" are synonymous. "Not-for-profit" will be used throughout.

### **I. General Guidelines**

1. All meetings and programs whether Library-sponsored or held by outside groups, shall be free and open to the public.
2. Rooms are not available for private social occasions.
3. 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 one month at one time, and are subject to review, periodically.
4. Community Rooms may not be used for sale of merchandise or services, except for sales conducted by the Library or not-for-profit Friends of the Library group, the proceeds of which shall be for the benefit of the Library.
5. Community Rooms may be booked only for those hours when the Library is scheduled to be open and which allows sufficient time for staff to assist with room arrangements:

#### Main Library

Monday - Thursday:	9:30 am to 9 pm
Friday:	9:30 am to 5:30 pm
Saturday:	10 am to 5 pm

Sunday: 1 pm to 5 pm (September through June only)

Village Branch

Monday: 12 pm to 8 pm  
Tuesday-Thursday: 10 am to 6 pm  
Friday: 10 am to 5:30 pm  
Saturday: 10 am to 5 pm  
Sunday: Closed

6. All Users must conclude their meeting and vacate the meeting room 15 minutes prior to the Library's scheduled closing.
7. User meetings may need to be cancelled, or rescheduled (with reasonable notice), at any time when the facility is needed for library use or library sponsored activities.
8. If user has attendees under the age of 18, at least two adults over the age of 21 must be in attendance to supervise.
9. User and attendees may not leave children under the age of 10 unattended in the Library.
10. 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.
11. All publicity relating to events must be handled by the user and must clearly state: "*This event is not sponsored or endorsed by the Haverstraw King's Daughters Public Library and is free and open to the general public.*"
12. The Library's address and telephone number may not be used by any non-library related group, except as a designation of event location.
13. 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.
14. The Library reserves the right to eject, cancel or suspend the rights of use in event of violation of any aforesaid rules and regulations.
15. Policies and regulations governing the use of the Community Rooms may be amended by the Board of Trustees at any time, without notice.

**II. Facilities**

1. On request and at time of application, the Library will provide up to fourteen (14) 30" x 6' tables (appropriate to room), chairs, lectern, dry erase board, overhead projector, LCD projector, easel, VCR, DVD player.
2. Persons using the facility may not attach decorations, displays, posters etc. to any surface. The use of helium balloons is prohibited.
3. The number of attendees shall be limited to the number prescribed by local fire regulations.
4. No smoking or alcoholic beverages are allowed. (See exception in Exhibits Policy) No gambling is allowed.
5. Community Room must be left clean and all furniture shall be returned to original placement.

**III. Liability**

1. Any damage to the Community Rooms or loss of equipment or materials 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 Haverstraw King's Daughters Public 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.

#### **IV. 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 provided in writing via email following review of the application. (See Form 3.2.a Application for Use of Community Rooms.)
2. Should the User have to cancel the meeting, the person signing the application is responsible for notifying the Library at least one week before the scheduled meeting date.

#### **V. Rental Fees**

1. Use of the Community Rooms by not-for-profit local organizations is free, with the following exception:
  - a. Where unusual supplies or services are required for a meeting, the Library reserves the right to request a fee.
2. A fee is required for use of the Community Rooms by other than not-for-profit local organizations.
3. For-profit organizations renting the Community Rooms may not charge a fee or collect money from participants.
4. Payment by check to the Haverstraw King's Daughters Public Library is due to the Library by the event date.
5. There is a \$25 fee for returned checks.
6. The Fee Schedule is listed on Form 3.2.a. Application for Use of Community Rooms. Fees may be adjusted as necessary by the Board of Trustees.

Adopted by the Board of Trustees, 2003  
Amended by the Board of Trustees, August 9, 2016