



79 Main Street  
Brewster, NY 10509  
845.279.6421 phone  
845.279.0043 fax  
director@brewsterlibrary.org  
www.brewsterlibrary.org

## **POLICY ON THE USE OF THE LIBRARY BY COMMUNITY GROUPS**

Use of meeting rooms in community libraries 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.

Programs that are planned by the library take precedence over meetings of outside groups. The library reserves the right to preempt the use of the rooms for library purposes upon two 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 the use of any meeting room is made by submitting an "*Application for Library Room Use*" form and an "*Indemnification*" form to the Library Director at least one month before the desired date. An individual responsible for the meeting must complete and sign the application form. Reconfirmation of the meeting must be made with the Director at least one week prior to the meeting. Change of meeting dates/times also must be cleared with the Director of the library.

### **INSURANCE:**

Policy requires groups using the library after hours to have \$1,000,000 worth of liability insurance naming the Brewster Public Library as an additional insured. Unexpired Insurance Certificates must be submitted when approval is granted and PRIOR to use of facilities.

### **RULES OF USE:**

1. Meeting rooms (Local History Room, Children's Room, and Main Reading Room) may not be used for religious services, sales promotions, social meetings, gambling, or for the marketing of goods or services. Sale of merchandise is strictly prohibited.
2. Except as a designation of location, the name of the library may not be used in any publicity relating to the use of its rooms.
3. Maximum capacity is 15 (Local History Room), 30 (Children's Room), and 40 (Main Reading Room) people. There is no charge for meeting room use during the library's regular hours of operation; groups may use the library for a fee of \$125 after library hours.

4. No food may be served without approval. No alcohol may be served at any time. No smoking is permitted. Burning of any materials, including incense and candles, is prohibited.
5. Groups of children and/or teenagers must be supervised by two adults at all times, one of whom must be at least 21 years of age.
6. Programs taking place during library hours should be planned so that meeting space will be vacated 15 minutes before closing time.
7. The library must be left in acceptable, un-littered condition. Tables and chairs should be returned to the positions in which they were found.
8. Library computers are not to be used without permission of the Library Director.
9. Meetings must be conducted in such a way as not to disturb library operations.
10. Use of audio-visual equipment must be arranged at time of reservation.
11. Library personnel will not move or rearrange heavy equipment.
12. The library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
13. The applicant accepts liability for both damage to library facilities and loss of library property.
14. 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.
15. The library reserves the right to close due to adverse weather conditions and will attempt to notify the applicant.
16. Library personnel must have free access to meeting rooms at all times.

The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space. The library staff is in charge at all times, and may require that any group leave at any time when its presence is interfering with library activities, or constitutes a hazard for the Library. The library reserves the right to close the premises for any reason.