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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 the Library Community Room is made by submitting an "*Application for Community Library Room Use*" form and an "*Indemnification*" form to the Library Director at least one month before the desired date. The 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. The change of meeting dates/times also must be cleared with the Director of the library. A formal application is **not** necessary for the use of the Conference Room.

INSURANCE:

The 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 (Community Room, Conference Room) may not be used for religious services, sales promotions, or gambling.
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. The maximum capacity for the Community Room is 50 people. There is a \$25 administrative fee for use of the Community Room 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 at least two unrelated adults at all times, one of whom must be at least 21 years of age. For groups of children/teens over 20, one adult must be present for every additional 1-10 children.
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 and clean condition. Tables and chairs should be returned to the positions in which they were found.
8. Library equipment is not to be used without the 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 the 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.
17. Political meetings that are open to the general public are acceptable for the discussion of issues but not for campaign purposes, party caucuses, etc.
18. Individuals or groups using the meeting room shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.

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 interferes with library activities, or constitutes a hazard for the library, or violates any of the above policies. The library reserves the right to close the premises for any reason.

Revised December, 2020

Revised and adopted August 2021

Revised and adopted April, 2023