

## **NANUET PUBLIC LIBRARY**

**149 Church Street Nanuet,**

**New York 10954**

**(845) 623-4281**

### **REGULATIONS GOVERNING THE USE OF THE COMMUNITY ROOM**

THE BOARD OF TRUSTEES OF THE Nanuet Public Library recognizes that the Community Room is an integral part of the library's services. The Community Room is principally for library programs but will be made available to community groups for educational, civic, musical, literary, historical, and cultural programs or governmental activities. Space will not be provided for the benefit of private individuals or the conducting of business for profit- Scheduling priorities shall be as follows:

- 1 Library programs, sponsored or co-sponsored activities;
- 2 Meetings and events sponsored by groups (hereafter referred to Users) from the Nanuet School District;
- 3 Meetings and events sponsored by Users from Rockland County and beyond;
- 4 The Nanuet Schools, Town of Clarkstown, Rockland County, New York State, and the Federal government.

### **GENERAL RULES AND REGULATIONS FOR PUBLIC USE OF THE COMMUNITY ROOM**

- 1 The Community Room is available during hours the Library is open for business.
- 2 Users may book space on a once-a-month basis up to three months in advance. Application must be made at least one week before the meeting date.
- 3 All meetings must be open to the general public.
- 4 User may not charge admission fees, membership fees, solicit contributions, or sell or take orders for merchandise or services of any kind on Library property. Exception will be made for programs or sales conducted by or sponsored by the Friends of the Library, the proceeds of which may go to the benefit of the Library.
- 5 All publicity relating to events must clearly state that the event is not sponsored or endorsed by the Nanuet Public Library and that the event is open to the general public at no charge. Groups not related to the library may not use the Library's address and telephone number.
- 6 No alcoholic beverages may be served. Users are allowed to serve simple refreshments, such as coffee and donuts, and may inquire regarding limited kitchen access. User must provide any utensils, plates, cups, napkins, etc. User must dispose of all refuse in containers provided and leave the room as it was found.
- 7 If User has attendees under the age of 21, at least one adult over the age of 21 shall be in attendance and be responsible for the conduct and activity of User.
- 8 At time of application User may request number and arrangement of chairs and tables. Upon request, the Library will also provide a folding table, a blackboard or corkboard (no chalk, thumbtacks, or eraser).
- 9 At time of application User may request use of the Library's piano (see Fees).
- 10 Any necessary audio video equipment must be provided and operated by User. The Community Room has good acoustics, but a speaker's stand with a built-in microphone is available. A projection screen is available. A sound system, and digital projector system can be made available (see Fees).
- 11 Library personnel are prohibited from moving or transporting user property.
- 12 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. In case of inclement weather, it is the User's responsibility to determine if the Library is open. User is responsible for all notifications of meeting cancellation.
- 13 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 legal reason whatsoever.

### **RESPONSIBILITY AND LIABILITY**

- 1 User agrees to compensate for damage arising from occupancy of the building. The Board of Trustees shall decide upon compensation.
- 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 person in attendance or any employee or guest of the Library.
- 4 User agrees to hold the Library harmless from any claim for injury, loss or damage caused by any failure or malfunction of any system (including climate control, electrical, plumbing) appliance or structure.

- 5 No material of any type may be attached to walls, ceiling, floors or any other Library surface.
- 6 The Community Room capacity is 148 people as specified by the Fire Department; this limit will be strictly enforced.
- 7 Smoking is not permitted anywhere on Library premises, including rest rooms.
- 8 The use of the Library's Community Room does not constitute the Library's endorsement of any organization's policies or beliefs, action or activities.
- 9 It is understood that public inquiries concerning meetings will be referred to the User and the Library will not provide publicity announcements, information on the User or their agenda.
- 10 Room must be left clean. All furniture shall be returned to original placement.

**RULES AND REGULATIONS WILL BE REVIEWED AND REVISED AS NEEDED. NO NOTICE IS REQUIRED TO BE GIVEN FOR SUCH REVISION.**

### **BOOKINGS**

- 1 Bookings can only be made with the library employee assigned to this responsibility during that employee's regularly scheduled working hours, which are subject to change. Confirmation or denials will be made in writing to the applicant once the form has been submitted. No other member of the staff may take bookings.
- 2 The Library reserves the right to change the hours of availability at any time.
- 3 The Library reserves the right to revoke permission or withhold granting of permission for use of the Community Room in the event it deems in its sole judgment that such use would not be consistent with the Library's mission.
- 4 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 Users wishing to use the Library's Community Room will be charged a fee of \$25.00 per use for custodial services. Non-profit organizations located in Rockland County will not be charged a fee.
- 2 The fee may be waived for any group co-sponsoring a program with the Library. For information on co-sponsorship, write a letter explaining why you, the User, would like to have the Library co-sponsor your program or meeting; send to Board of Trustees, Nanuet Public Library, c/o Director, 149 Church Street, Nanuet, N.Y. 10954.
- 3 Fees for additional equipment requested and provided:

Piano	\$100 *
Digital projector	\$50
Sound system	\$25

\* The piano is kept tuned; any event-specific tuning requirements must be paid for by the User, and performed by a library-approved tuner.
- 4 Payment by check or money order must be made with the application for the Community Room. Checks should be made out to the Nanuet Public Library. Payment is non-refundable unless the Library pre-empts the date or revokes permission to meet. If the Library is closed due to inclement weather, fee will be refunded.

**APPLICATION FORMS MUST BE FILLED OUT AND RETURNED WITH THE \$25 FEE AND INCLUDE AN OUTLINE OF THE PROGRAM OR MEETING YOU INTEND TO GIVE.**

Approved by the Board of Trustees January 23, 2007.