

## Liberty Public Library Room Reservation Policy

While the primary purpose of the Liberty Public Library program rooms is to host Library sponsored events and activities, the Library is pleased to be able to offer these two rooms for use according to the guidelines below. Please note that Library events will always take precedence in the scheduling of our rooms for community services.

The program rooms are available to non-profit organizations offering community services and to eligible individuals on an equitable basis, regardless of beliefs or affiliations of the individuals or groups. Permission to use a program room in no way constitutes an endorsement of the group's policies or beliefs by the Library, nor by anyone connected with the Library.

Applications/Requests for the use of a program room can be made either in person or by contacting the Liberty Public Library at (845)292-6070 during the Library's regular hours.

### Who is Eligible to Reserve a Room:

- In alignment with the Library's mission to serve the community, local non-profit community groups, organizations, and individuals who reside in the Library District (the Liberty Central School District) or are providing a service to members of the Library District, are eligible to use the rooms for informational, educational, recreational, charitable, civic and cultural, meetings and programs. For groups inviting more than 10 people, insurance and indemnification is required.
- Individuals with a Ramapo Catskill Library System (RCLS) library card may also reserve a room for personal use (limited to study, tutoring and small meetings of 10 or less people) with no public notice. Card holders using rooms for personal use are not required to provide insurance or to indemnify the Library, however, applications are required to reserve a room.
- Advance reservations can be made only for occasional use not to exceed 6 times per calendar year. Rooms cannot be reserved in advance on a regularly recurring basis. Frequent or recurring use of the rooms by card-holding individuals for personal use does not require an application and will be on a first-come first-served basis. Users should inquire at the front desk each day regarding room availability.

### When Available:

- If there is no prior reservation, program rooms may be used for a maximum of 2 continuous hours per day (an additional 30 minutes may be granted by the Library Director or designee). Interested users must be present in the Library and check in at the Circulation Desk to confirm availability on the day of use only. The program rooms are only available during the open hours of the Library.
- Users will not be guaranteed access to the building prior to its opening hours.
- All meetings, events or activities must end 20 minutes in advance of the Library's closing time to ensure ample time for participants to exit and staff to secure the building.
- Reserved use of program room space does not guarantee complete privacy. For example, public access to the collections located in the Study Room located on the main level will be provided at all times. In addition, ingress and egress passes through the Program Room located on the lower level. This is adjacent to the children's room which may necessitate limitations to the program content permitted in this area.

## Rooms Available:

- **Program Room located on the lower level** Seating varies between 18 and 40 individuals depending on configuration of furniture, equipment needed, and current health & safety protocols. With prior approval and at the discretion of the Library Director or designee it may be possible to serve food and beverages in this space.

**Available Equipment & Furniture:** Projector and overhead screen, DVD player, portable microphone, podium, Internet projection capability, sink, mini-refrigerator, coffeepot, tea kettle, 4 rectangular tables (6' x 3'), 3 square tables (~3'), 40 chairs. Applicants must meet with staff prior to their event to review the use of equipment and to discuss the necessary furniture arrangement. Use of equipment is not guaranteed.

**Study Room located on the main level** Seating for 8 – 12. The study room may be used for personal use (personal study, tutoring, or small groups of 10 or less people). No food or beverages are allowed in the Study Room (exceptions are at the sole discretion of the Library Director or designee).

## Room Use Rules & Responsibilities:

- Whenever possible, the Library will assist the organization with the set-up of furniture in the most optimal configuration for the event; however furniture cannot then be moved without permission from the Library Director or designated staff on site. The Library will need to know the type of configuration needed at the time of application for room use. Fire code limits on furniture and arrangements will apply.
- Library staff shall inspect the premises and inventory equipment before and after each activity to assess for any damage or loss. If equipment is lost or damaged beyond normal wear and tear, the applicant or card-holder will be billed for replacement cost of the items.
- All individuals and groups using a room shall adhere to the Library's Behavior Policy and current COVID-19 safety guidelines.
- Activities involving minors (ages 17 and under) are permitted only with adequate adult supervision (at least 18 years of age); one adult for every 10 minors present. Supervising adults will be personally responsible for the conduct of the participants.
- No games of chance may be played.
- No political activity (supporting political candidates) may be conducted.
- No sale or solicitation of goods or services is allowed without prior disclosure and approval.
- No decorations may be hung from walls, doors, windows or the ceiling without prior permission.
- All organizations are expected to clean the premises before leaving and return the area to the state in which it was found. Vacuum cleaners, brooms, dustpans and mops are available upon request.
- At any time during the use of the room, the Library Director, or designee may ask that the users of the room vacate the room and possibly the building if the Behavior Policy or the Room Use Rules & Responsibilities are not being followed.
- The Library Board, or designee, shall at all times have the final authority to make a decision on any application of use, based on the best interests of the Library and the community it serves.

## Liability:

- All organizations holding programs with more than 10 people in attendance must provide a Certificate 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 with the application for use of the Program Room.

Applicants having existing insurance shall name The Liberty Public Library as an additional insured on their policies and shall provide the Library with a certificate of insurance.

- All applicants shall execute an Indemnification and Hold Harmless Agreement in the presence of library staff who shall witness same in favor of the Liberty Public Library of Liberty, NY.

**Personal Property:**

- The Library is not responsible for any equipment, supplies, materials, clothing or other personal items brought to the Library by any organization or group attending the event.
- The Library assumes no responsibility for any property used or left in the Library by any individual, group or organization.

**Publicity:**

- The Library cannot be identified as a sponsor or co-sponsor.
- The use of the Library's name and address can only be used to identify the location of the meeting or event and cannot be used as the official headquarters of the organization.

**Cancellations:**

- Please notify the Library of any cancellation at least 24 hours in advance of the event. Failure of the applicant to notify the Library may prohibit future reservations for that individual or organization.
- The Library reserves the right to adjust the schedule at any time, but will attempt to give the organizer of the event as much advance notice as possible.
- The program rooms will be closed whenever the Library is closed because of weather or other emergency. Rescheduling must be initiated by the applicant and is at the discretion of the Library.

The Library Director, or designee, is authorized to immediately terminate any meeting, activity or event if there are any violations of Library policies, or local, state, and federal laws.

*Policy adopted by the Board of Trustees on \_\_\_\_\_.*