



Western Sullivan Public Library

COMMUNITY ORGANIZATION USE OF LIBRARY FACILITIES POLICY

As a community-supported service organization, the Western Sullivan Public Library wishes to cooperate fully with its community making space available for meetings that will not interfere with its primary function of offering public library use. Therefore, application for use of any space within any of its branch libraries will be considered in that context.

1. In general, any request for use of library space by a non-library agency or organization will require approval at least two weeks prior to the date of use. An application must be completed and submitted at least three weeks in advance. All non-library agencies and organizations using the Community Room must be insured and supply the Western Sullivan Public Library with a current certificate of insurance prior to its first use. Said insurance shall name the WSPL as an additional insured and have a minimum policy limit of \$1,000,000. Single event policies are acceptable. A signed copy of the application will be returned to the named agency for the group, signifying that the request had been approved.
2. Regular use on a periodic basis is allowed. Approval of regular use may be rescinded due to (1) library programming or other factors inherent in the library's use of its own space or (2) expiration of the required insurance. Groups may use the space for no more than three hours at a time unless permission has been obtained from the Director. Meetings must be of an educational, cultural or charitable nature and must be open to the public. Meeting rooms or space are available to organizations on an equitable basis, regardless of beliefs or affiliations of the individuals or groups. The library does not advocate or endorse the viewpoints of Community Room users.
3. Meeting rooms are available during regular library hours and all meetings must conclude in time to vacate the building no later than the established closing time.
4. The organization may not charge an admission fee, nor may a collection be taken, nor donations solicited. The only exceptions are in the case of paid registration at programs held in cooperation with the Library or sponsored by the Library, or payment of fees for education courses sponsored by nonprofit organizations.
5. Except as a designation of location, the name of the Western Sullivan Public Library may not be used in any publicity relating to the use of the Community Room. Furthermore, the library's address or phone number may not be used for any purpose other than what is stated above.



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6. Other than use of space, the library and its staff are not responsible for any assistance or services to groups using the community room.
7. Any group holding a meeting in a branch will meet in the designated area only and assume responsibility for the room and its contents. Smoking inside the building and any illegal activities are prohibited. The meeting cannot disrupt the library's daily operations and/or library patrons.
8. If the application indicates that simple refreshments will be served, the group must bring its own utensils and supplies, and all refuse must be removed from the library building and site by the organization at the end of the meeting or event.
9. Setting up or taking down tables, chairs, and/or other equipment is the responsibility of the organization. Any equipment requested and used must be left in the condition in which it was found. Similarly, the space used is to be left neat and tidy. Supplies belonging to the organization are not to be left behind for the library to store.
10. If any library equipment is damaged while the group is using it, the group will be charged for repair or replacement.
11. Posted room capacity must be observed.
12. Hanging anything on the walls or from the ceiling is prohibited.
13. If the organization's program or meeting involves minors, they must be supervised at all times and must be restricted to the approved area.
14. The Library is not responsible for accidents, injuries, or loss of property while library space is being used for a meeting or a program. Part of the application is full acceptance of responsibility by the requesting group.
15. The Board of Trustees is the final authority in approving requests for use of library space. Applications may be referred to the Board for final determination if the Director has questions about granting approval.
16. Applicants should be advised that violation of this policy and/or any of its provisions will result in denial of future use of library facilities for meetings by that group.



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Application for Use of Community Room

Date of application: _____

Name of Organization: _____

Leader of Organization: _____

Organization's Mailing Address: _____

Telephone Number: _____

Purpose of Meeting: _____

Date(s) Requested: _____

Library Branch Requested _____

Time Requested: _____ a.m./p.m. to _____ a.m./p.m.

Number of people attending: _____

Equipment needed (*note #12 in policy*):

Will refreshments be served? _____

➤ **Please attach a copy of your organization's certificate of insurance.**

Applicant's Name (please print): _____

Signature of Applicant: _____ Date: _____

Address of Applicant: _____

Telephone Number: _____

FOR LIBRARY USE ONLY

Room Availability: _____

Approved by: _____ Date: _____

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