

Southeast Steuben County Library **Community Room/Conference Room Use Policy**

The Southeast Steuben County Library offers a Community Room and a Conference Room for use by community groups and individuals that wish to conduct meetings, conferences, or workshops, which are open to the general public.

The room may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations or those of the individuals belonging to the group.

The library also has a range of audiovisual equipment that may be used in the meeting room. Arrangements must be made at the time the room is scheduled for use of this equipment. Individuals and groups using audiovisual equipment are responsible for the equipment and will be charged for necessary repairs. Library staff will examine all equipment prior to and after each event to ensure that it is in working order. Set up and take down is the responsibility of the group reserving the room.

A Southeast Steuben County Library Community Room/Conference Room Use Permit must be filled out one week prior to the scheduled programs and returned to the library.

General Rules and Regulations Regarding Meeting Room Use

All organizations, groups and individuals wishing to use the Community Room or the Conference Room must abide by the following regulations.

1. Rooms are reserved on a first-come-first-served basis.
2. Meetings shall be open and free of charge to the general public.
3. No meeting will be allowed if there is any commercial intent or solicitation for profit or sales from the group, individual or organization. However at the discretion of the Library Director, the following will be permissible at Library sponsored programs:
 1. Fund raising to benefit the Library and/or sponsored by the Library, Friends of the Library or other Library-related groups.
 2. The sale of books, cassettes, and other items by authors or artists as part of a Library program.

4. Reservations for the room must be made at least one week prior to the scheduled program.
5. Reservations may be made no more than three months in advance.
6. An authorized adult representative of the group must request use of the meeting room. This representative will be required to sign a Meeting Room Reservation Form. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.
7. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.
8. Rooms will not be used for personal or family purposes.
9. One-week notice must be provided in case of cancellation.
10. In the case of events, or ongoing use of the room, the organization may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
11. Use of the room by a group must be in compliance with local codes and regulations.
12. The Community Room and the Conference Room are available for use during library operating hours. Use of these rooms during hours the library is closed is permitted only when a library representative is present in the library during the scheduled meeting. A charge of \$30.00 per hour for such coverage will be assessed, with a one hour minimum charge, and dependent upon availability of room and coverage. The rooms are available for use between the hours 7AM and 11PM.
13. The Library does not provide coffee pots, serving utensils, trays, etc. The user must provide these. Alcoholic beverages are prohibited.
14. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.
15. The Community Room and Conference Room must be left neat, clean and orderly.
16. Abuse of Community Room or Conference Room policies may result in the loss of meeting room privileges. If substantial cleaning is required, a minimum \$25 charge will be assessed to cover cleaning costs or repairs.

Responsible party must sign a copy of the Community Room/Conference Room Use Policy indicating it has been read and understood.

Name of Group and Number of Participants

Address & Telephone Number of Contact Person

Date(s) Room Request

Name of Contact Person

Signature of Contact Person

Library Director Approval
