

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 the Community Room as an integral part of the Library's services. The Community Room is principally for Library programs but is made available to community groups for educational, civic, musical, literary, historical and cultural programs or governmental activities. The Library does not advocate, endorse and/or otherwise support any political, religious and/or other viewpoint or affiliation communicated, published, espoused, expressed and/or disseminated in any manner whatsoever, by or on behalf of any person, entity or organization made during and/or in connection with any function or event held or conducted in its Community Room. Space will not be provided for the benefit of private individuals or the conducting of business for profit.

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. User may use the space once per month and may book **up to three months in advance**. Application must be made at least **one week prior** to 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. Exceptions may be made for programs or sales conducted by or sponsored by the Friends of the Library, the proceeds of which may benefit 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 or telephone number.
6. Alcoholic beverages **MAY NOT** be served. Only simple refreshments, such as coffee and donuts, may be served. 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 must be in attendance and be responsible for the conduct and activity of the attendees.
8. At time of application, User may request quantity and arrangement of chairs and tables.
9. At time of application, User may request use of the Library's piano (see Fees).
10. Audiovisual equipment is available. Fees may apply. See pg. 3 for available equipment and fees. If the projector and screen are used, they will be set up by a staff member and operated during the program by the User.
11. Library personnel are prohibited from moving or transporting User property.
12. Community Room reservations may 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. The 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 the 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 and the Nanuet Union Free School District are not responsible for loss, theft or damage to any property brought on to the Library premises (including the parking area) for any purpose or under any circumstance.
3. The User agrees to hold the Library and the Nanuet Union Free School District 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. The User agrees to hold the Library and the Nanuet Union Free School District 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 or structure.
6. The Community Room capacity is 148 people as specified by the Fire Department; this limit is strictly enforced.
7. Smoking is prohibited on Library premises and grounds, including rest rooms.
8. Use of the Library's Community Room does not constitute the Library's endorsement of any organization's policies or beliefs, actions 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 or information on the User or their agenda.
10. The Community 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 FOR SUCH REVISIONS.

1. Bookings can only be made with a library employee assigned to this responsibility during the employees' regularly scheduled working hours, which are subject to change. Confirmation or denials will be made in writing to the applicant once a Community Room application 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 judgement that such use would not be consistent with the Library's mission.
4. Should the User have to cancel their meeting, the person signing the application is responsible for notifying the Library at least one week prior to the scheduled meeting date.
5. The Library may at its own discretion, require a Certificate of Insurance or other evidence of financial responsibility from the User for any damage or loss.

FEES

1. Use of the Library's Community Room: \$25 in 2-hour increments, not to exceed \$75 for the day.
2. The Library reserves the right to waive the fee for use of the Community Room for community service activities, government officials, and non-profit organizations.
3. Fees for additional equipment requested and provided:

Piano	\$100
Projector	\$50
Sound system/wireless microphone	\$25
Podium with built-in microphone	Free with rental of room
4. Payments by check or money order only. Payable to: Nanuet Public Library. Payment is non-refundable unless the Library preempts the date or revokes permission for the Community Room. If the Library is closed due to inclement weather, all fees will be refunded.

FOR CONSIDERATION, APPLICATION FORMS MUST INCLUDE A GENERAL DESCRIPTION OF THE PROGRAM OR MEETING. UPON APPLICATION APPROVAL, USER MUST SUBMIT PAYMENT OF ALL FEES ASSOCIATED WITH THEIR REQUEST WITHIN 7 DAYS IN ORDER TO FINALIZE THEIR RESERVATION.

ADOPTED BY THE NANUET PUBLIC LIBRARY BOARD OF TRUSTEES January 23, 2007

Revised and adopted by the Nanuet Public Library Board of Trustees February 24, 2009

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