

# **Albert Wisner Public Library Meeting Room Use Policy**

## **Library Mission and Role**

***Albert Wisner Public Library is the community's connection to reading, lifelong learning, and personal enrichment. The Library will provide equal access to materials, facility, current technology, professional expertise and quality service. Activities sponsored by AWPL, or by the Friends of the Library or the AWPL Foundation take precedence over all others.***

Albert Wisner Public Library regards the availability and use of its meeting rooms as an integral part of its service to the community. While the primary purpose of the Library's meeting space is to host Library-sponsored events and activities, the Library is pleased to be able to offer both the Community Room and the Board Room for use according to the guidelines below.

## **General Reservation Guidelines:**

- A group or individual's permission to use the Library's meeting rooms *in no way* constitutes an endorsement of the group's policies or beliefs by the Library, nor by anyone connected with the Library.
- The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of a meeting room in violation of any local, state or federal law or regulation of the Library.
- The Library retains the right to withdraw and/or deny future use at any time. The respectful use of the Library's building, furnishings and fixtures is essential to the continued public enjoyment of our facility.
- Failure of any group or individual to abide by Albert Wisner Public Library's policies on meeting room use may result in denial of future use of the Library's meeting rooms.

## **Who is Eligible to Reserve the Room?**

- Non-profits, community partners, businesses, individuals and organizations that reside in our Library district (the Warwick Valley Central School District) or who serve the residents of our Library district.
- The Library Director shall at all times have the authority to make a decision on any application for use, based on what is in the best interest of the Library and the community it serves. Any such decision may be appealed to the Board of Trustees.
- The meeting rooms may not be used for private parties, showers, receptions, fundraising or garage sales, individual or group religious services or ceremonies, nor for partisan political events such as campaign speeches, rallies or fundraisers. Sale of any merchandise is prohibited, except for the benefit of the Library as allowed under the Library's programming and exhibit policies.

## Which Rooms are Available to Reserve?

### **a. Community Room:**

- The Community Room is located on the lower level (seats 80).  
Available Equipment: Projector, DVD player, portable microphone, podium, laptop. The room may be used for a maximum of 2 hours, exclusive of set-up/clean-up.

### **b. Board Room:**

- The Board Room is located on the main level (seats 10).  
Available equipment: large screen TV is available for internet and computer projection.
- When not reserved, the Board Room is available on a drop-in basis for 2 hours.  
Additional time beyond 2 hours may be permitted if there is no other demand for the room.

## When is the Space Available?

- Mondays - Thursdays 9:30am to 7:45pm
- Fridays 9:30am to 4:45pm
- Saturdays 10:30am to 4:45pm
- Sundays 12:30pm to 3:45pm

The rooms may be booked only for hours when the Library is scheduled to be open. End times reflect the need for all events and meetings to conclude at least 15 minutes prior to the Library's scheduled closing time. This ensures ample time for participants to exit and for staff to secure the building.

The rooms will be closed whenever the Library is closed either because of weather or an emergency. Fees either will be refunded, if the Library closes the building for any reason, or they may be applied to a new date. Rescheduling must be initiated by the applicant.

## What Are the Fees for Reserving Either Room?

- Individuals, Civic Groups or Not-for-Profits:
  - For a free public event with no donations, fees, charges for services or solicitation of paying clients – **no fee** required.
- Individuals or Businesses:
  - For a public or private event to present information about a business or service - **\$50 fee** is required.

### How Often May A Room Be Reserved?

- An individual or a group may reserve a room no more than 6 times per calendar year.

### Applications:

- The Library's *Policy for Use of Meeting Rooms* is available online at [www.albertwisnerlibrary.org](http://www.albertwisnerlibrary.org).
- Reservations for the Community Room must be made by contacting Siobhan O'Riordan at [soriordan@rcls.org](mailto:soriordan@rcls.org) or 845-986-1047, ext. 105, Monday through Friday, 9am-5pm. The application is NOT available online.
- Reservations may not be made more than 3 months in advance nor less than one week before the meeting date. Applicants are encouraged to plan as early as possible within the 3-month time period.
- A **separate application is required for each meeting date.**

### Fees:

- Paid by check made out to *Albert Wisner Public Library*.
- Fees are due when the application is submitted. A reservation **will not** be confirmed until the completed application -- *including* signed acceptance of the Library's Policy for Use of Meeting Rooms, necessary insurance waivers and fees -- is received.
- The individual signing shall ensure that the room(s) used is clean and returned to original configuration upon conclusion of the meeting, and that equipment is returned to the Help Desk.
- Room use fees are non-refundable, unless the Library closes the building unexpectedly for any reason. In such case, all fees will be refunded. Refunds for cancellations *by the user* will be made only at the Library's discretion.
- If the Library determines that custodial services are needed because of insufficient clean-up after the meeting/event, the fee is \$25 per hour, billed to the applicant.

### User's Clean-up Responsibilities:

- Food, smoking, vaping, alcohol and illegal drugs are prohibited.
- No decorations may be hung from the walls or ceiling. No types of tape, tacks or nails may be used. Confetti, glitter or other such products are prohibited.
- A vacuum cleaner is available for use upon request.

### **Equipment:**

- Applicants using Library equipment must arrange to meet with staff prior to their event to review how to use equipment available: projector, microphone, laptop, DVD player.
- **Staff is not available to assist with equipment during events or meetings.**

### **Publicity:**

- Publicity or literature distributed by any organization or individual using the Library meeting rooms shall not suggest that the program is sponsored or co-sponsored by the Library. The Library is not responsible for publicizing the gatherings of anyone using the meeting rooms.
- Neither the name nor address of the Library may be used as the official address for anyone using the Library's meeting rooms. The Library's address, telephone number and email may not be used as contact information by anyone using the room. The address and phone number may be provided only to establish the meeting's location.
- The Library has a bulletin board available for community use.

### **Liability:**

- Applicants who have current insurance shall name Albert Wisner Public Library as an additional insured on their policies and shall provide the Library with a certificate of insurance.
- All applicants without insurance shall execute an Indemnification and Hold Harmless Agreement in favor of Albert Wisner Public Library of Warwick, New York.
- The individual signing the application on behalf of a group shall be responsible for the conduct and activity of the users.

### **Minors:**

- Activities involving minors (ages 16 and under) are only permitted with adequate supervision of 1 adult (21+ years of age) for every 8 minors present. The adults will be personally responsible for the conduct of the participants at the event.

### **Personal Property:**

- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any organization or group attending the meeting.
- Individuals and organizations using the Community Room may not leave or store their materials or property on Library premises. Albert Wisner Public Library assumes no responsibility for any property used or left in the Library by any individual, group or organization.

**Cancellations:**

- The Library Director or his/her designee must be notified promptly of cancellation. Failure to do so may affect future reservation status. The Library reserves the right to adjust the schedule at any time. Refunds for cancellations by the user will be made only at the Library's discretion.