

Meeting Room Use

The primary purpose of the meeting room is for library activities, including programs presented by library staff or by Friends of the Library group and other organizations affiliated with the Library. The Board of Trustees allows the use of the meeting rooms by individuals and groups for civic, educational, philanthropic, and recreational purposes. The approval of the use of the room is at the discretion of the Board of Trustees.

Meeting rooms are available when the library is open at no cost. Meeting room use, including clean up, must end before the library's closing time. Requests to use meeting rooms when the library is closed are subject to Board of Trustees approval. A fee of \$15.00 per hour to cover the cost of library personnel will be necessary if this approval is granted pending availability of staff. Consideration cannot be assured unless application is received in time for presentation at a Library Board of Trustees meeting.

Meeting room use is permitted to individuals and groups regardless of their beliefs or affiliations. Authorization to use the Library's facilities does not reflect endorsement by the Library of the general or particular program, position or purpose of any persons or organizations.

1. All meetings shall be open and free of charge to the public. Groups shall leave rooms in their original condition.
2. Groups of children or teenagers must be supervised by one adult for every ten children. Preschool children cannot be left unattended outside meeting rooms.
3. Attendance at authorized meetings may not exceed the room capacity.
4. Smoking and the use of alcoholic beverages are not permitted anywhere on library premises, including the restroom.
5. No food or drink may be carried into the public library area.
6. If there is damage to any room that will necessitate Professional cleaning, the cost will be passed onto the organization or group that used the room.

7. If it is necessary to borrow Library equipment, it must be requested on the meeting room application form. Anyone using Library equipment must be trained in its use by a library staff member beforehand.

8. The Library is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.

9. The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Inquiries should be made by calling the Library.

10. Payment of fees for education courses conducted by established educational institutions are subject to Board of Trustees approval.

11. Meeting rooms shall not be used for commercial purposes for the solicitation of business, for profit or for fundraising. No goods or services shall be promoted, sold, or exchanged upon the premises. Exceptions to this policy may be made at the discretion of the Library Board as it deems in the interests of the Library and the community. Failure to comply with Library directives outlined in this policy may result in canceling future use.

Approved 6/27/2001, updated 6/4/2014.

APPLICATION FOR CONFERENCE ROOM USE
DOVER PLAINS LIBRARY
1797 ROUTE 22, P.O. BOX 534
WINGDALE, NY 12594

Instructions:

This form must be submitted to the Board of Trustees for approval. The Board holds its meetings on the first Wednesday of every month.

NAME OF ORGANIZATION: _____

PURPOSE OF MEETING: _____

EQUIPMENT REQUESTED: _____

NUMBER OF PARTICIPANTS: _____

DATE(S): _____ TIME: START _____ END _____

NAME OF PERSON IN CHARGE _____

TELEPHONE NUMBER: HOME: _____ WORK: _____

SIGNATURE OF APPLICANT _____

DATE SUBMITTED: _____

APPROVAL BY BOARD _____

By signing this form the applicant agrees to follow all rules pertaining to use of the meeting room as set by the Board of Trustees.