

## **Community Room Use Policy**

The Community Room at the Dover Plains Library Library is primarily for programs conducted or sponsored by the Library, and secondarily, for programs of organizations, groups, and individuals with educational, cultural, or civic missions. Library programs take precedence over meetings of outside groups.

Permission to use the Community Room in no way constitutes the Library's endorsement of a group's activities, statements, or beliefs. All meetings must be open to the public, unless the Library Director gives specific exemption.

Interested parties must submit a Community Room Application to the Library Director at least 3 weeks in advance of the desired date(s). Paper copies of the application are available at the Library's Circulation Desk or on the Library's website. Completed applications may be dropped off at the Library or submitted via email to [director@doverplainslibrary.org](mailto:director@doverplainslibrary.org)

The Director will then review the application and decide based on the stated purpose of the meeting on the application and its relevance to the Rules of Use below. At their discretion, the Director may refer an application to the Board of Trustees' Governance Committee for review. The Director will provide a written reply to the individual named on the application. If the desired date conflicts with a planned library program, the Director may offer alternative dates or times.

Applicants who wish to appeal a decision may do so in writing to the Board of Trustees' Governance Committee. They may leave a physical letter at the library or email the Committee at [governance@doverplainslibrary.org](mailto:governance@doverplainslibrary.org).

If a group must cancel their reservation, they should email the Library Director as soon as possible. Should a group need to change their meeting date or time, they should consult the Library Director as soon as possible. Permission to use the Community Room does not guarantee access if the date and/or time changes.

Groups may apply to use the Community Room for regular meetings; however, in fairness to others, the Library Director may limit the frequency of meetings for any one group at their discretion.

Failure to comply with the Rules of Use listed below may result in an organization, group or individual being unable to use the Community Room in the future.

### **General Rules of Use**

1. The Community Room may not be used for religious services.
2. The Community Room may not be used for commercial and/or for profit purposes, There cannot be any charge to participants or attendees of events that take place in the Community Room.

3. Meetings for the discussion of political topics are permissible; however, meetings related to individual candidates' campaigns or for the promotion of political parties are not permissible.

3. The Library's name may be used *only* to designate a meeting's location in publicity. Anyone using the Library's Community Room may not use the Library's name in the promotion of their event.

4. Anyone using the Community Room must get specific permission from the Library Director in order to display or distribute any poster, exhibit, pamphlet, or other material in the library.

5. Individuals or groups using the Community Room shall secure all necessary performance licenses. The Library is indemnified for any failure on their part to do so.

6. The Community Room's maximum capacity is 30 people. Applicants are responsible for ensuring that attendance at their event does not exceed that number.

7. Approved uses of the Community Room may not include preparation nor serving of food without prior approval from the Library Director. Alcohol cannot be served nor consumed at the Library. Smoking and burning of any materials are prohibited.

8. All events must begin and end during regular Library hours. The Community Room must be cleared no later than 15 minutes before the Library closes.

9. The Community Room must be left in clean and orderly condition. Tables and chairs should be returned to the positions in which they were found.

10. Meetings may not disturb library operations, nor hinder anyone from using the Library.

11. Library employees will not move or arrange any equipment or furniture before, during, or after the program/meeting. A Library employee will demonstrate how the A/V equipment works in the Community Room to the individual named on the application up to 1 week in advance of the meeting. Managing the A/V equipment during a meeting is not the Library employees' responsibility.

12. The Library does not provide storage and assumes no responsibility for equipment or personal articles belonging to applicants, participants or attendees at events held in the Community Room.

13. The individual named on the application accepts liability for damage to and/or loss of library facilities and property. That person shall be responsible for paying the cost of any damage or loss incurred by the Library due to the actions of any participant at their event. Only the Library Director or Board of Trustees may determine whether damages require replacement or repair.

14. The Library assumes no responsibility or liability for accidents or injury.

15. The Library reserves the right to close due to unexpected events including weather conditions or power outage and will attempt to contact the individual listed on the application as soon as possible.

16. The individual named on the application assumes full responsibility for providing all accommodations and specific articles of compliance requested by participants in the event, in accordance with the Americans with Disabilities Act.

17 The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations.

Community Room Use policy is determined by the Board of Trustees, and is subject to review and revision at the discretion of the Board.

*Board approved, 1/3/2024*