



The Fred & Harriett Taylor Memorial Library Meeting Room Use Policy

The Fred & Harriett Taylor memorial Library meeting rooms may be used by community groups and organizations (when not being used for library purposes). **The following guidelines apply:**

1. The meeting room is not available for commercial for profit purposes or for social functions. For example, the following are prohibited: sales/service demonstrations, fundraisers, organizations charging for attendance, showers, birthday parties, etc.
2. Scheduled library events have priority. Use of any room on a regular, long term basis shall be at the discretion of the Board of Trustees. Arrangements shall be made by contacting the Library Director.
3. The meeting room and kitchen should be left as clean as found. All trash should be removed to the trash cans by the lower entrance and the furniture should be returned to the original room configuration. All lights should be turned off and the door securely locked.
4. The two rear stair exits adjacent to the restrooms are only to be used in the case of an emergency.
5. An adult supervisor (over the age of 18) must be present for all scheduled activities.
6. Unsupervised children should not be sent upstairs to the library.
7. No alcoholic beverages or smoking is permitted in the library or on the library grounds.
8. There is no fee for the use of the meeting rooms, however, donations will be accepted gratefully. If the meeting rooms are requested outside of library operating hours, there will be a \$15 per hour fee for staff coverage. After hour usage is only available if a staff person is available for building coverage. If food is being served there will be a \$50.00 security deposit to cover cleaning or repairs should any damage result. The deposit will be returned if the space is left in proper order.
9. The undersigned agrees and understands that the library is a public place and there is no security to oversee the event or insurance in place to protect personal property or liability. The undersigned agrees to be responsible for any injuries sustained by its employees, guests or invitees, or damages arising from the use of the facility.

Room Requested

(circle one): Robinson Room (cap. 10) Literacy Room (cap. 12)
Keuka Room (cap. 50) Meade Conference Room (cap. 15) History Room (cap. 6)

Application Date: _____

Event/Meeting Time: _____

Organization Name: _____

Address: _____

Contact Person: _____ **Phone:** _____

Expected Attendance: _____ **Kitchen Facilities Needed? (Y/N)** _____

It is hereby agreed the above named organization will be fully responsible for compliance with regulations governing the use of this facility. I have read the above regulations for the use of this room and hereby certify that the organization which I represent and the activity which we are sponsoring fully meets the conditions set forth and hereby agrees to observe regulations for use of this room.

Signature _____