

The use of the meeting room(s) in the library is primarily for programs conducted, sponsored or co-sponsored by the Library; and secondarily, for programs of established and recognized non-profit institutions, groups and associations with educational, cultural or civic purposes. The Trustees of the Library have a fundamental obligation to protect the library and its contents from potential damage, to maintain security, and to provide patrons with an atmosphere of peace and quiet conducive to use of the facilities. Therefore, they reserve the right to deny use of the Community Room to an organization, upon determination that its presence might threaten disruption of the normal activities of the library. **All meetings must be open to the public.**

Programs which are planned by the library take precedence over meetings of outside groups. The library reserves the right to pre-empt the use of meeting space for library purposes upon four weeks notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to other groups of the community, reservations are taken not more than two months in advance.

**No admission fee or required donation may be charged.** A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

**APPLICATION:** Formal application for the use of the meeting room(s) is made with the Library Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Library Director.

### General Rules of Use

- As explained in the first paragraph of this agreement, the library's main responsibility is to provide service to the members of the community. When large numbers of people are unable to park at the library, it is impossible for this goal to be achieved. Therefore, it is understood that whenever the sponsoring organization anticipates that more than eight cars will be used to transport attendees to the program or meeting, the sponsors of the program agree to contact the management of the West Nyack Fire House at 42 Strawtown Road, West Nyack, NY 10994 (845-358-1607) or the Clarkstown Reformed Church at 107 Strawtown Road, West Nyack, NY 10994(845-358-4320) in order to arrange parking for their attendees.
- Meeting rooms may not be used for sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
- Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses or meetings closed to the public.
- Except as a designation of location, the name of the Library may not be used in any publicity relating to use of meeting rooms.
- Meeting room(s) are available for use only during the Library's normal hours of operation.
- No cooking may be done or food served (organization must provide their own utensils) without the approval of the Library Director.
- **No alcohol may be served at any time. No smoking is permitted.**
- Programs should be planned so that meeting space will be vacated 15 minutes before closing time.

General Rules of Use continued on next page



## West Nyack Free Library

65 Strawtown Road  
West Nyack, New York 10994-1898 | (845)358-6081  
<http://www.westnyacklib.org>

### General Rules of Use continued from previous page

- Meeting rooms must be left in acceptable, uncluttered condition. Tables and chairs should be returned to the positions in which they were found.
- No games of chance may be played.
- Meetings must be conducted in such a way as not to disturb library operations.
- Youth groups using the meeting room(s) must have at least one adult (21 or over) present at all times.
- No audiovisual equipment or operators will be provided by the Library.
- Library personnel will not move or rearrange heavy equipment.
- The Library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The applicant accepts liability for either damage to library facilities or loss of library property.
- The applicant assumes responsibility for participant accommodations, i.e. assistive listening devices, etc., and specific articles of compliance as required by the Americans with Disabilities Act.
- No program in the Library may be broadcast or televised without the written permission of the Board of Trustees.
- No program or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in the provision of services.
- Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above regulations. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
- Groups wishing to use the Community Room need a certificate of liability insurance. Each organization must submit a certificate of liability insurance for personal injury and property damage. If the group is unable to provide a certificate of insurance, this will be noted on the application form and the contact person will be required to sign a liability and release form.
- Additional insured must be on file in the library prior to the group's use of the room. The insurance certificate shall hold harmless the library
- Exceptions to the above rules may be possible by permission of the Library Director and/or Board of Trustees.

Updated 4.14.14 by the West Nyack Free Library Board of Trustees