

GREENWOOD LAKE PUBLIC LIBRARY POLICIES MANUAL

SECTION III

Program Room

The Library Program Room's primary use is designated for library sponsored and cosponsored programs and activities. As a public institution, the library also tries to share these limited facilities with local non-profit community groups and organizations on as widespread and equitable a basis as possible for educational, recreational, cultural and informational meetings and programs.

Scheduling priorities shall be as follows: library sponsored and cosponsored activities followed by meetings and events sponsored by non-profit groups from the chartered library district, the Greenwood Lake Union Free School District, the Village of Greenwood Lake, and the Town of Warwick.

The Library Board of Trustees has approved the following guidelines for Program Room use by outside groups.

1. The program room may not be used without permission from an administrative supervisor.
2. Space is not available for the benefit of private individuals, profit making organizations, social gatherings, religious services, political fundraising or commercial organizations.
3. Approval is granted on a first come, first serve basis for only a single meeting or for a series of meetings.
4. A fee of \$25.00 per use (subject to change) will be required upon booking the room. In the event of cancellation, the fee is refundable provided 10 day notice is given.
5. The applicant shall be responsible for the observance of all rules and regulations. Any damage is the responsibility of the applicant and the group using the room.
6. The applicant's group must submit a certificate of insurance naming the Library as additionally insured with their application.
7. When the library is open to the public during regular operating hours, the noise level in the program room must not interfere with the public's use of the library.
8. No smoking in the building and no alcoholic beverages or any illegal substances are allowed on the premises.

9. Simple refreshments may be served provided that the room is left in the condition in which it was found. Users must bring their own food, beverages, utensils and supplies.
10. The room should be restored to its original condition upon exiting. All refuse must be disposed of in the containers provided; bags should be closed, tied and placed in the library's trash enclosure by the program room entrance.
11. Children's gym equipment and pre-school toys/supplies may not be used without permission from the Director.
12. Organizations may make arrangements with the library through the Director to utilize library A/V equipment, furniture and the kitchen.
13. Nothing should be attached by tape or any other means to the walls of the building. Putting up decorations or scenery, or moving furniture is prohibited unless special permission is granted.
14. Tabletops must be covered for any arts or crafts programs.
15. Preschool programs or groups must use library-provided safety gate to keep children out of the kitchen and away from the entry door to the main library.
16. Items may not be sold, exhibited or displayed without permission.
17. Adult supervision must be provided at all times.
18. Those using library facilities must park vehicles in designated places. Parking in unauthorized areas (i.e.: Village commuter lot) may result in vehicles being ticketed or towed by the Village of Greenwood Lake.
19. The Library Board of Trustees is not responsible for cancellation of the use of the program room due to inclement weather or other unforeseen emergency.
20. The Library Board of Trustees is not responsible for accidents, injury, or loss of individual property while the room is in use.
21. The Library will not assume responsibility for any properties left by the applicant in the program room.

The Library reserves the right to cancel anyone's use of the Program Room if they repeatedly disregard the policies listed above.

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Adopted 11/19/02. Amended 12/06/04; 9/23/08; 11/16/09; 2/28/13; 7/21/16

