

# ETHELBERT B. CRAWFORD PUBLIC LIBRARY

## **Policy for Use of the Robert D. Norris Community Room & the Study Room**

### **Mission Statement:**

*The Ethelbert B. Crawford Public Library is the community's favorite place to meet, to learn and to discover. The Library daily connects people to each other and to the world.*

The Ethelbert B. Crawford Public Library regards the availability and use of its Meeting Rooms as an integral part of its service to the community. While the primary purpose of the Ethelbert B. Crawford Public Library Meeting Rooms is to host Library sponsored events and activities, the Library is pleased to be able to offer the Community Room and the Study Room for use according to the guidelines below.

### **Who is Eligible to Reserve the Rooms:**

- Non-profits, community partners, individuals and other organizations that serve the residents of or reside in our Library district (the Towns of Thompson, Forestburgh and Bethel within the Monticello Central School District).
- Activities sponsored by the Library or the Friends of the Library will take precedence over all others.
- The Library Director shall at all times have the authority to make a decision on any application for use, based on the Programming Policy of the Library and what is in the best interest of the Library and the community it serves.
- The Meeting Rooms may not be used for private parties, showers, receptions, fundraising or garage sales. Sale of merchandise or services is prohibited, except for the benefit of the Library.

The Library does not charge for the use of its Meeting Rooms, however, donations to the Friends of the Ethelbert B. Crawford Public Library are always welcomed and appreciated.

### **When Available:**

Monday, Tuesday, Thursday	10:00am to 7:30pm
Wednesday & Friday	10:00am to 5:30pm
Saturday	10:30am to 3:30pm

The Robert D. Norris Community Room may be booked only for hours when the Library is scheduled to be open. Beginning times reflect the need to open the building and allow time for users to arrive and enter the building; the ending times reflect the need for all events and meetings to end 30 minutes prior to the Library's scheduled closing to ensure ample time for participants to exit and staff to secure the building.

The Meeting Rooms will be closed whenever the Library is closed because of weather or other emergency. Rescheduling must be initiated by the applicant and is at the discretion of the Library.

### **Rooms Available:**

- *The Robert D. Norris Community Room* located on the first floor (seats 75)
  - Available Equipment: Projector and Screen, DVD Player, portable microphone, podium.
- *The Study Room* located on the first floor. When not reserved by the library it can be used for a maximum of 2.5 hours on the day of use. The Study Room can be used for up to an additional 30 minutes if no one else comes in to use it during the additional 30 minutes. Time per day must be taken continuously; it may not be broken into shorter segments throughout the day. Interested users must be in the library (no phone or email reservations allowed) and check in at the Circulation Desk to confirm availability on the day of use only.

### **Applications:**

- The Library's Policy for Use of Meeting Rooms is available online at [ebcpl.org](http://ebcpl.org)
- Application for use of the RDN Community Room must be made by contacting Danielle DiStefano at [ddistefano@rcls.org](mailto:ddistefano@rcls.org) or 845-794-4660, ext. 6, Monday through Friday, 10:00 am - 5:00 pm.
- Reservations may not be made more than 3 months in advance nor less than one week before the meeting date. Applicants are encouraged to plan as early as possible within the 3 month time period.
- An individual or a group may apply to reserve the Robert D. Norris Community Room up to a total of 6 times a calendar year.
- A separate application is required for each meeting date unless otherwise waived by the library.

### **ROOM USE RULES & RESPONSIBILITIES**

- The individual signing the application shall be present during use and ensure that the Robert D. Norris Community Room is clean and returned to original configuration upon conclusion of the meeting and that equipment is left in proper working order.
- Meetings or programs shall not disturb persons using the Library's public areas
- Non-library groups may not charge admission to any activities being held in Library meeting rooms
- Attendance at events will be limited to the posted capacity for the room.

- Users of the meeting rooms will be responsible for setting up the room according to their own needs. Time for setting up the room should be included in the time span requested on the application. Users must restore the furniture and the room to the order in which it was found. Failure to do so may result in the cancellation of the group's use of the room for the remainder of the year.
- Announcements or publicity must include an address or telephone number other than the library as contact for information
- If the Library determines that custodial services are needed due to incomplete cleanup or waste disposal, the fee is \$25 per hour and will be billed to the applicant.
- If equipment is lost or damaged beyond normal wear and tear, the applicant will be billed for the replacement cost of the item(s).
- The premises, inventory and equipment will be inspected by library staff after each non-Library sponsored activity and assessments shall be made for excessive disorder, breakage or loss.
- Smoking, alcohol and illegal drugs are prohibited.
- No food or beverages may be brought into the Robert D. Norris Community Room without prior approval
- No games of chance may be played.
- No decorations may be hung from the walls or ceiling. No tape or tacks may be used. Confetti, glitter or other such products are prohibited.
- A vacuum cleaner is available for use upon request.

**Equipment:**

- Applicants using Library equipment must arrange to meet with staff prior to their event to review use of equipment available: projector, screen, microphone, DVD player.
- Staff is not available to assist with equipment during events or meetings.

### **Publicity:**

- Publicity or literature distributed by any organization or individual using the Robert D. Norris Community Room shall not suggest that the program is sponsored or co-sponsored by the Library. The Library is not responsible for publicizing the gatherings of those using the room.
- Neither the name nor the address of the Library may be used as the official address for anyone using the Robert D. Norris Community Room. The Library's address, telephone number and email cannot be used as contact information by users of the room.

### **Liability:**

- Use of the Robert D. Norris Community Room will only be permitted where the organization provides a current Certificate of Liability Insurance with minimum coverage of \$1,000,000 bodily injury and \$500,000 property damage. The Certification of Liability Insurance must be submitted with the application for use of the Robert D. Norris Community Room. Applicants having existing insurance shall name Ethelbert B. Crawford Public Library as an additional insured on their policies and shall provide the Library with a certificate of insurance.
- All applicants without insurance shall execute an Indemnification and Hold Harmless Agreement in the presence of library staff who shall witness same in favor of the Ethelbert B. Crawford Public Library of Monticello, New York.
- The individual signing the application on behalf of a group shall be responsible for the conduct and activity of the users and must be present for the event.

### **Minors:**

- Activities involving minors (ages 17 and under) are only permitted with adequate adult (at least 21 years of age) supervision; at least one adult for every 10 minors present. The adults will be personally responsible for the conduct of the participants at the event.

### **Personal Property:**

- The Library is not responsible for any equipment, supplies, materials, clothing or other items brought to the Library by any organization or group attending the event.
- Individuals and organizations using the Robert D. Norris Community Room or the Study Room are not to leave or store their materials or property on Library premises. The Ethelbert B. Crawford Public Library assumes no responsibility for any property used or left in the Library by any individual, group or organization.

### **Cancellations:**

- The Library Director or her designee must be notified at least 24 hours in advance of cancellation; failure to do so will affect future reservation status. The Library reserves the right to adjust the schedule at any time.

### **General Reservation Guidelines:**

- A group or individual's permission to use the Robert D. Norris Community Room in no way constitutes an endorsement of the group's policies or beliefs by the Library, nor by anyone connected with the Library.
- The Library Director, or designee, is authorized to order the termination of any meeting or activity making use of a Library meeting room in violation of any local, state or federal law or regulation of the Library.
- The Library retains the right to withdraw and/or deny future use at any time. The respectful use of the Library's building, furnishings and fixtures is essential to the continued public enjoyment of our facility.
- Failure of any group or individual to abide by the Ethelbert B. Crawford Public Library policies relating to meeting room use may result in denial of future use of the Library's meeting rooms.

*Policy Approved by the Board of Trustees, February 18, 2016*

*Library Hours Updated 11/7/2022, 04/19/2023, 1/1/2024*