

Office Use only: _____

RCS Community Library

95 Main Street, Ravena, New York 12143

(518) 756-2053/ www.rcscommunitylibrary.org /fax (518) 756-8595

Director's approval/date

Request for Use of Library Community Room

The Library welcomes the use of its facilities by outside groups. The meeting room is available during scheduled Library hours, Monday through Thursday, 9-8:30, and Friday, 9-5, and Saturday, 10-5; Saturdays in July and August, 10-1. Maximum legal capacity is 40 people for the large community room. Approximately 10 is suitable for the smaller community room near the McConnell Ave entrance. We suggest you look at the rooms if you expect your attendance to approach those numbers.

Please select ONE room

- Large Community room (max capacity 40)
- Small Community Room (Approximately 10 suggested)

Organization _____

Day(s), Date(s) and Time(s) Requested _____

Purpose of meeting _____

Expected number of attendees _____

Contact Person (must be age 18 or older) _____

Address _____

Phone _____ Email _____

Please READ the following policies before signing this form. Your signature means that you agree to comply with these policies.

The meeting room is available to the community served by the Library, regardless of the beliefs or affiliations of those requesting use. The room is available by reservation on a first-come, first-serve basis. Reservations can be made three months to one week in advance. A representative of the group must fill out an application form specifying *each* date requested.

The space is intended for specific events, but may be used for regularly scheduled, on-going meetings on a space-available basis. It is not available for private parties or social gatherings.

No meeting open to the general public may require attendees to sign in, nor may they be charged an admission or membership fee to attend. Groups may not use the room to advertise, sell, or solicit the sale of goods or services. Use of the room does not mean Library endorsement of the group's policies or

beliefs. Use of the meeting room shall not be publicized in such a way as to imply library sponsorship or endorsement of the group's policies or beliefs. Groups can publicize their meetings in the community calendar on the Library's website but should not expect that the Library will promote their events. Neither the name nor the address of the library may be used as the group's address.

Users are responsible for leaving the room in the condition they found it and notifying library staff when the meeting has ended. The room contains several tables and about 15 chairs. It is air-conditioned. There are no presentation materials or equipment. No signs, posters, displays or decorations may be put up without prior permission. The library cannot store materials for the group before or after its reserved time. Smoking and alcoholic beverages are prohibited. Light refreshments are allowed, but there are no kitchen facilities.

Users assume responsibility for any damage to Library property resulting from their use of Library facilities. Users are responsible for discipline and personal conduct of members of their groups. Meetings of groups whose members are under age 18 must be supervised and attended by an adult. Children accompanying an adult to a meeting must remain with the adult. They may not be left unattended in the library.

Cancellation of scheduled meetings should be done as soon as possible. It is the group's responsibility to notify the public of a change of date or time, or cancellation. *Failure to cancel a reservation* will result in loss of meeting room privileges for six months.

The Library Director is responsible for the administration of the Meeting Room policies. The Director has full authority to grant, refuse, or revoke permission or to set conditions for use of the meeting room. Appeals can be made to the Library Board of Directors.

The Library assumes no liability for injuries or damage to personal property that occur as a result of use of the meeting room.

I have read the policies and agree on behalf of the organization named above to comply with them.

Signature

Print Name

Date