

Parsons Memorial Library Community Room Policy

The Parsons Memorial Library Community Room is available for civic, cultural, educational, religious, social and other functions during library hours that support the library mission. The room is available on a first-come, first-served basis with priority to library sponsored programs or events, Town of Alfred boards and committees, and local non-profit educational, cultural, or civic groups. Application for use of the room is available on the library website and will be reviewed by the Board of Trustees at their monthly meetings. The Board of Trustees have the right to reject an application for any reason and to apply a closed function fee of \$25.00.

In establishing this policy, the Board of Trustees expects organizations using the Community Room to have a shared sense of responsibility and mutual concern for the library staff and facilities.

- Meetings must be free of charge and not held with the intention of generating revenue.
- Events held may not discriminate by race, color, national origin, sex, religion, age, disability, sexual orientation or other class protected by law.
- Attendance is limited to the capacity of the meeting room. Room exits must not be obstructed. Seating and/or additional furniture is not allowed in corridors outside the meeting room.
- Library staff are not responsible for the supervision of children while adults are attending a meeting.
- Use of the space may not disturb the use of the library by other patrons or disrupt library operations. All participants and organizers must comply with the Library Code of Conduct.
- Organizations in whose name the reservation has been made shall be financially responsible for damages to walls, floor coverings, furnishings, equipment, and fixtures and other contents of the room.
- One person from each group who will be at the meeting must assume responsibility to see to the rules and regulations.
- In some cases, the group will need to provide a Certificate of Insurance naming the town as an Additional Insured.
- Groups are responsible for their own set-up and clean-up. Any furniture that is moved within the room must be returned to its proper location and the room should be left as set before meeting. No furniture may be brought in from other areas of the Library.
- Signs and/or displays on Library property (both inside the building and outside) must be approved by the Library Director and/or the Library's Board of Trustees.
- Youth groups must have a minimum of one adult present at all times and at least one adult supervisor for each 15 minor aged participants.
- Alcohol and smoking are not permitted in the building or on Library grounds.
- Unless arrangements for after-hours use of the community room has been made in advance, the group must be vacated five (5) minutes before the Library's normal closing time.
- Groups using DVDs must comply with U.S. Copyright laws and may not use DVDs labeled for home use. Public performance Rights (PPR) are the legal rights to publicly show a film or video (media). PPR must be obtained for media to be viewed by groups in the Library.

- Permission to use the Library's community room does not constitute or imply the Library's co-sponsoring of the event, or its endorsement of any group's policies, beliefs, or programs.
- Refreshments, except alcoholic beverages, are permitted. All supplies must be furnished by the booking organization.
- The community room may not be used for commercial purposes, for the solicitation or development of business, or for profit. Fund-raising activities and functions in support of the library are permitted.
- In publicizing a meeting to be held at the Library, the sponsoring group must be clearly identified. The Library's contact information and/or logo may not be used in any publicity. Groups must not imply Library sponsorship of their program or organization in their publicity and must provide a telephone contact number for participants.