

## Middleburgh Library Room Use Policies

Use of the Middleburgh Library's meeting rooms is primarily for programs conducted or sponsored by the Library. Meeting rooms are also available for use by others for educational, cultural, recreational or civic purposes and for programs of established and recognized institutions, groups and associations. Authorization to use the Library's meeting room(s) does not constitute an endorsement of the groups' policies or beliefs by the Library. The meeting room(s) shall not be used for private, for-profit, entrepreneurial or commercial purposes; however exceptions may be made at the discretion of the Library Director and/or the Library Board of Trustees consistent with the Library's mission statement.

1. Meetings must be scheduled with the staff at the Library Help Desk and can only be scheduled for four months at a time.
2. Limits may be placed on the number of times that one group may reserve the room, in order to provide opportunities for use by other groups.
3. Smoking within the building is prohibited as is the use of lighted candles. Non-prescription drug use is also strictly prohibited.
4. No thumb tacks or tape are to be used on the walls, woodwork or doors.
5. Groups should be considerate of library patrons. This includes being as quiet as possible.
6. The phone in the Community Room is available for local calls only. The number is 827-5129.
7. An individual or group using a room is responsible for:
  - Setting up the room.
  - Adequate supervision of all people in attendance. A responsible adult with necessary assistance must be appointed to supervise activities and maintain order. Non-participating children must be supervised as per our ***Unattended Children's Policy***. The person or organization requesting use of the facility will be held responsible for the conduct of all people in attendance.
  - Leave the room in good order. A vacuum is provided in the Community Room to be used if necessary.
  - Refreshments may be brought in, however, if the kitchen is used, please bring and use your own plates, cups, silverware, etc. Leave the counter and sink clean, making sure coffee pots are clean and unplugged; remove trash. Please do not leave leftovers in the refrigerator.
  - Your organization is responsible for the security of the room, hallway and restrooms while you are using the room when the library is closed to the public.
8. Any individual using the community room outside regular library hours have the following responsibilities:
  - Check the men's and women's bathrooms to be sure that they are unoccupied.

- Building Security: Please insure that no unauthorized persons are in the building during use or remain in the building after the group leaves.
- Lights: All lights except the special exit lights shall be turned off by the individual when leaving the building.
- Be sure the exterior door is closed and locked.

***A donation for using our meeting rooms is always greatly appreciated and may be left at the Help Desk or mailed to the Middleburgh Library at:***

***323 Main Street***

***Box 670***

***Middleburgh, NY 12122***

***Thank you!***