

Guernsey Memorial Library	Section #	
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Meeting Areas Policy		
Intro		
<p>The Guernsey Memorial Library meeting areas are a community resource intended to be available to community members and groups in an open, fair, and safe manner. The meeting areas are primarily intended to be used for purposes that are based upon public interest, cultural programs, community service, or education. The meeting areas are not available for commercial purposes.</p>		
<p>Meeting areas include the Meeting Room/Multipurpose Room (maximum capacity 165) and the Library Park.</p>		
Reserving Meeting Space		
<p>Reservations are on a first come first served basis. Two weeks' notice is preferred and reservations may be made a year in advance.</p>		
<p>The cost of meeting areas rental is \$20 for individuals and local non-profit or community groups holding private meetings, and \$10 to individuals and local non-profit or community groups holding meetings open to the public. If the meeting areas and the park are both used, an additional fee of \$10 is required. Library-sponsored programs will not be charged to reserve the meeting areas. Check with the Library Director to see if your meeting might be considered for library sponsorship.</p>		
<p>Guernsey Memorial Library-sponsored programs take precedence over other uses of the meeting areas. Up to 2 weeks prior to the reservation date, the library reserves the right to cancel or arrange to reschedule another individual's or organization's reservation if a library-related program arises, which in the judgment of the Library Director, has priority. The library will do its best to avoid such scheduling conflicts.</p>		
<p>Applications must be made by adults, age 18 or over.</p>		
<p>Unless special permission is obtained, meeting areas are available a maximum of twice monthly for any particular individual or group.</p>		
<p>Permission to use the meeting areas does not in any way constitute endorsement of the organization or its program by the library. The library's name or phone number may not be used as a contact. No implication that the organization is sponsored or endorsed by the library is permitted unless the library has specifically agreed to sponsor the meeting.</p>		
<p>Revision Approved by Board:</p>		

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<p>The Library reserves the right to revoke or modify permission to use its meeting areas, or to modify conditions imposed on the use of those areas, to adapt to the operational needs of the library or its users. The Library further reserves the right to deny applications for use based on the availability of space, frequency of use, or required turnaround time based on other reservations.</p> <p>Special permission is required to use Library resources such as the projector, DVD player, television, etc.</p> <p>Children's groups may use the meeting areas provided that an adult sponsor fills out the application, and the meeting is supervised by adult sponsors. The Library recommends at least one adult for every ten children, unless special arrangements are made with the library in advance.</p> <p>All scheduled meetings will be recorded on both the application form and meeting reservation calendar.</p> <p>Using the Room</p> <p>Groups using the meeting areas may not charge an admission fee, solicit charitable contributions or take up a collection. Exceptions to this must be presented in written form to the Library Director.</p> <p>Only furniture furnished by the library may be used without special approval from the Library Director. Any special furnishings, equipment, or setups must be requested at the time application is filled out and will be accommodated if possible given the schedule of the areas and the library staff.</p> <p>Light refreshments may be served. Use of the meeting areas includes use of the kitchenette. Details on use of kitchenette must be disclosed to library staff at least 1 week prior to the reservation. Kitchenette must be left clean and in the condition it was found. Groups using kitchenette must bring their own utensils and vessels.</p> <p>The meeting areas are available only during library staffed hours unless special arrangements are made. Meetings should end 15 minutes before the library closes unless special arrangements are made in advance. In the event a meeting runs long, there may be an additional charge to cover staffing of the library.</p> <p>Alcoholic beverages, smoking or open flames are not allowed in the building or anywhere on library grounds.</p>		
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<p>Other Library spaces, including the Local History Areas and Large Print Areas are not available to group meetings without special permission of the Library Director.</p> <p>The Library reserves the right to close the meeting areas for reasons beyond its control (inclement weather, power failure, etc.). The Library will attempt to notify the responsible individual listed on the application form. Emergency library closings will be announced on the library's web page and voicemail.</p> <p>Guernsey Memorial Library is not responsible for loss, theft or damage to any equipment or materials owned or rented by an organization or individual meeting in the library.</p> <p>In order for the Library to be a good neighbor in the Norwich community, no sound amplification may be used for programs being held in the library park.</p> <p>The Library director or designee reserves the right to attend any meeting held in its facilities to ensure no unauthorized or unlawful activities are occurring on library premises.</p> <p>After Your Meeting</p> <p>Groups are expected to clean up after meetings to the best of their ability, to return furniture to its correct position, and for replacement of lost or damaged equipment. Nothing may be attached to walls, doors, ceilings or draperies in the building or to any objects in the park. Any group not leaving the space in neat and orderly condition will be notified in writing, and may be denied further use of the areas. Groups may be further denied the use of the meeting areas and may be liable for any damages and expenses incurred by the library as a result of violations of any of the policies.</p> <p>The Library Director is authorized to deny the use of the meeting areas to any group that is disorderly or that violates these regulations.</p>		
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3 Court Street, Norwich, NY 13815
607-334-4034 Fax: 607-336-3901
www.guernseymemoriallibrary.org

Application for use of Meeting Room

Organization: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Telephone #: _____ Fax #: _____

Purpose of Meeting: _____

Meeting Type: (check all that apply)

Private \$20 _____ Public \$10 _____ Library Sponsored (free) _____

Both meeting room and park needed add \$10 _____

Date Needed: ____/____/____ Day of week: _____

Time: _____:_____ am / pm to _____:_____ am / pm

Number of people expected _____ Are refreshments to be served? _____

Special arrangements or equipment needed: (use back if more space is needed)

I have read and been given a copy of the "Meeting Areas Policy" and agree to abide by the policy including the following:

- ◆ Safety / fire regulations will be followed
- ◆ Furniture will be replaced and room left clean including kitchen if used.
- ◆ We will leave before library closings unless special permission is granted ahead of time
- ◆ I will be responsible for any problems or expenses incurred from the use of the room

Signature: _____

Please Print Name: _____

Title: _____ Date: _____

Approved _____ Amount Paid _____ Cash _____ Check _____

Guernsey Memorial Library Meeting Room Receipt

Organization: _____ Meeting Date: _____

Amount Paid _____ Cash _____ Check # _____

Guernsey Memorial Library Staff Signature _____