

# **Guernsey Memorial Library Meeting Areas Policy**

**Date Revised: 7/10/2025**

## **Meeting Areas Policy**

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.

Meeting areas include the Meeting Room/Multipurpose Room (maximum capacity 165) and the Library Park.

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.

The following disclaimer must be included on any and all advertising or communications produced by meeting room users: Permission to use the meeting room does not imply Library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization. The content of programs or meetings by outside organizations held in the meeting rooms has not been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content.

## **Reserving Meeting Space**

Reservations are on a first come first served basis. Two weeks' notice is preferred and reservations may be made a year in advance.

The cost of meeting areas rental is \$30 for the first 2 hours, and \$10 for each additional hour. 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.

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 Library's judgment has

priority. The Library will do its best to avoid such scheduling conflicts.

All groups using any meeting room shall agree to hold the Library and all Library staff, board members, and volunteers harmless from, and not hold them liable for, any and all costs, damages, losses, claims, and expenses incurred, directly or indirectly, as a result of the group's use of a meeting room. Such costs, damages, losses, claims, and expenses shall include, without limitation, any damage to the meeting room and its contents or to any other part of the Library building, grounds, or collection; the cost of employees' overtime, if required by the use of the meeting room; the cost of police protection if required by the Library; and any claim asserted by any third person against the Library, or any Library staff or volunteer on account of any alleged injury causally related to the meeting together with defense costs including reasonable attorneys' fees.

The Library's application requesting authorization for meeting room use constitutes a release by the group and each and all of its members of any claim against the Library and the Library staff and volunteers, for any injury to persons or damage to property suffered by such group or any of its members during or as a result of the use of the meeting room, except if injury or damage to property is directly and solely caused by the gross negligence or intentional misconduct of any person acting on behalf of the Library.

The Library reserves the right to require any applicant group to supply a Certificate of Insurance from an insurer licensed to do business in New York, for an amount that the Library determines appropriate, but not exceeding \$1 million. The Certificate of Insurance must name the Library as an additional insured, and cover damage to the Library building, grounds, collection, and injury to persons if occasioned by the meeting. Such Certificate shall show evidence that the insurance it represents is not cancelable except on at least ten days' written notice to the Library. In the event of such cancellation, the meeting reservation shall be canceled unless the group substitutes a new insurance certificate meeting this policy's requirements.

Applications must be made by adults, age 18 or over. Children's groups may use the meeting areas provided that an adult sponsor fills out the application, and the meeting is supervised by these same adult sponsors. There must be at least one adult for every ten children, unless special arrangements are made with the Library in advance.

Unless special permission is obtained, meeting areas are available a maximum of twice monthly for any particular individual or group.

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.

Special permission and arrangements are required to use Library resources beyond tables and chairs.

All scheduled meetings will be recorded on both the application form and meeting reservation calendar.

## **Using the Room**

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 for approval.

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.

Light refreshments may be served.

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.

Alcoholic beverages, smoking or open flames are not allowed in the building or anywhere on Library grounds.

Other Library spaces, including the Local History Area, are not available to group meetings without special permission of the Library Director.

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.

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.

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.

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.

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.

The Library Director is authorized to deny the use of the meeting areas to any group that is disorderly or that violates these regulations.

In the event of any injury to any person, or incident of property damage while the space is in use, the group will immediately notify the Library staff immediately. In the event of a crime or medical emergency, call 911.



3 Court Street, Norwich NY 13815  
607-334-4034  
GuernseyMemorialLibrary.org

### Meeting Room Application

Today's Date: \_\_\_\_\_ Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

Purpose of Meeting/Title of Program: \_\_\_\_\_

Date Needed: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Fee: \_\_\_\_\_

\$30 first two hours, \$10 each additional hour, additional \$10 for both meeting room and park

Please use the back to indicate any special arrangements or equipment needed.

I have read and agree to abide by the Library's Meeting Areas Policy and will include the following disclaimer on any and all advertising or communications: Permission to use the meeting room does not imply Library endorsement of the views, beliefs, goals, policies, or activities of any individual, group, or organization. The content of programs or meetings by outside organizations held in the meeting rooms has not been reviewed or approved by the Library, and organizations booking the rooms are solely responsible for such content.

Signature: \_\_\_\_\_

### Library Use Only

Approved by \_\_\_\_\_ Amount Paid \_\_\_\_\_ ☐ Cash ☐ Check ☐ Will pay day of

### Guernsey Memorial Library Meeting Room Receipt

Organization: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Amount Paid \_\_\_\_\_ ☐ Cash ☐ Check Staff Initials: \_\_\_\_\_