



Mamakating Library Community Room Policy and Application

The Mamakating Library Community Room is available to organizations when it is not scheduled to be used for library-sponsored programs. The Community Room seats a maximum of 45 people (without tables). Folding tables are available for use.

In addition, the kitchen adjacent to the Community Room may be requested at certain times and library equipment for display and projection may be available for use with permission of the Library Director.

Organizations seeking to use the Community Room must complete the application on the reverse and will be considered by the library director, according to the following criteria and rules.

Criteria for Use

The Community Room is accessible to non-profit groups regardless of their beliefs or affiliations of their members. The Community Room may be used during the hours which the library is open.

All activities for which this application covers shall be non-profit, non-commercial and educational or cultural in focus and open to the public. Fundraising activities are not permitted. Personal parties or gatherings are not considered eligible. Community Room users must adhere to the Library's Patron Code of Conduct, which appears at the end of this policy.

All organizations applying for use of the Community Room are required to submit a Certificate of Liability that lists the Mamakating Library as additional insured, for at least the standard insurance coverage determined by the Library's insurance carrier: \$1 million per occurrence, \$2 million aggregate.

An application for each use must be submitted within a reasonable amount of time prior to the date requested (30 days is suggested). A final decision will be made within 14 days of the date of submission.

Exceptions to this policy may be considered by the Library Director.

Room Usage Rules

- The Community Room must be left in the same condition in which it was found. All furniture must be returned to its original configuration. If the kitchen is used, it must be cleaned and all utensils, appliances, or dishes must be washed and returned to original locations. Users will

incur a charge for cleaning services if the floor, tables, chairs and kitchen are not left at least as clean as they are found.

- Any items approved for usage may be used in the community room only and must be returned at the conclusion of the period covered by the agreement.
- Activities must end at least 15 minutes before library closing.
- Library personnel must have free access to the Community Room at all times.
- No animals are permitted with the exception of service animals.
- Smoking is prohibited on library premises.
- The library maintains the right to monitor all meetings conducted on the premises to insure compliance with the policies.

The contact person named on the application shall be responsible for the condition of the facility, for the conduct of members and guests when on library premises, and for the payment of any maintenance charges incurred by the library.

The signing of this application constitutes an agreement by the undersigned to adhere to the rules of the Mamakating Library Community Room and to ensure that no member of the group violates the rules set forth.

GROUP NAME _____

PURPOSE OF USE _____

WILL KITCHEN BE USED AND IF SO FOR WHAT PURPOSE? _____

WILL PROJECTION OR DISPLAY EQUIPMENT BE NEEDED? _____

IF SO, PLEASE EXPLAIN _____

CONTACT PERSON _____ HOME PHONE _____

HOME ADDRESS _____

SIGNATURE _____ DATE _____

DATE REQUESTED _____ TIME _____

☐ CERTIFICATE OF LIABILITY ATTACHED

Signature of Library Director _____ Date _____

Approved by the Mamakating Library Board of Trustees: September 7, 2016

Approved amendment: January 11, 2023