

# PATTERSON LIBRARY

## MEETING AND EVENT SPACES

The Patterson Library welcomes the use of its meeting rooms and event spaces by organizations engaged in educational, cultural, civic, intellectual and charitable activities, or activities requiring the use of library materials.

Priority for the use of the meeting rooms and event spaces is given by the library director in the following order:

- Library programs, staff or trustee use
- Educational, cultural, intellectual and civic organizations based in the Town of Patterson
- Similar organizations based outside the Town of Patterson

Requests for the use of space will be considered by the library director, based on established priorities and the order in which they are received. The library reserves the right to revise any meeting arrangements scheduled, if necessary, and to pre-empt established reservations upon reasonable notice to the reserving organization. Use of the meeting and event spaces does not constitute the library's or the library board of trustee's endorsement or approval of any group or individual viewpoints expressed by participants of organizations making use of these spaces or the content of any program, event, or exhibit. Upon adequate notice and for adequate reasons, the library reserves the right to revoke permission to use the meeting and event spaces or to impose added restrictions as appropriate.

All programs and events must be open to the public. Individuals or groups using the meeting and event spaces may not discriminate on the basis of race, sex, color, creed, national origin, religious belief or handicap against any person requesting admission to the meeting.

Programs and events must not disrupt or inconvenience the use of the library by others. Individuals or groups presenting and attending programs and events are subject to all library policies, rules and regulations and failure to comply with the foregoing may result in denial of future use. Unlawful activity is not permitted on library premises at any time and such activity shall be the basis to deny future use of these spaces by individuals or groups violating this policy.

Artists that are exhibited within the library who wish to utilize an event space for a reception may do so at the library's discretion. The reception must occur during the time period that the artist's work is displayed, and must take place during regular library hours, concluding at least 15 minutes before the library's closing. The artist will be responsible for supplying all food, beverages, paper goods, table cloths, etc. for the reception. The service of alcoholic beverages is strictly prohibited. The artist and/or designated helper are responsible for clean up after the reception and will dispose of all food and beverages before leaving the building.

### **APPLICATION FOR USE**

Applications for use of the meeting and event spaces for programs, events and exhibits must be made in writing on the library application form, signed by a responsible adult representative of the applicant organization. Forms must be submitted to the business manager not earlier than six months or later than two weeks prior to the date requested. Upon approval of the application by the library director, all fees and charges for use of any space must be paid in full no later than one week prior to the date of the program, event or exhibit.

Signing the application binds the applicant and the represented organization to accept full responsibility for the requested use and to comply with all regulations governing use of the meeting and event spaces, as outlined in this policy and on the application form. Failure to abide by these

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regulations may result in denial of future applications for use of the meeting room and event spaces.

## **FEES**

Educational, cultural, intellectual and civic organizations based in or serving the Town of Patterson will not be charged a fee for the use of the meeting and event spaces. Similar organizations based outside the Town of Patterson will be charged a fee of \$50.00 per hour for the use of the meeting and event spaces.

## **PROGRAMS AND EVENTS**

Use of the meeting and event spaces by any organization is limited to not more than one meeting per week for a six month period. The library director may authorize an educational, cultural, intellectual or civic organization to use these spaces for a series of classes, lectures, concerts, meetings or film showings with more frequent regularity.

Capacity is limited to the number of persons allowed by the Town of Patterson's Code Authority. Smoking and alcoholic beverages are prohibited throughout the library premises.

All programs or events must end by 10:00 PM.

The meeting and event spaces may not be used for private parties, or programs and events involving the sale, advertising, solicitation or promotion of commercial products or services, immediately or at a future time.

The meeting and event spaces may not be used for fund raising activities, except those sponsored by the library or approved not-for-profit organizations. Car washes are not permitted on the library premises. No games of chance may be played.

## **ADMISSION FEES**

There may be no admission fees and no solicitation of donations, except that the library director may give permission to not-for-profit organizations to solicit voluntary donations. Such charges shall not serve as an admission fee for attendance, and attendance shall not be limited to those individuals who pay such a fee.

## **RESPONSIBILITY FOR USE**

- Except as a designation of location, the name of the library may not be used in any publicity relating to use of the meeting and event spaces.
- Individuals of groups using the meeting and event spaces shall secure any necessary performance licenses and indemnify the library for any failure on their part to do so.
- Groups of children or teenagers must be supervised by one adult for every ten children/teens.
- The applicant is responsible for the meeting and event spaces and its equipment and furnishings during the period of use and until the meeting room is closed.
- Applicant must inform the business manager of appropriate room set-up before the first meeting date.
- All garbage must be removed to the available receptacle, and the meeting and event spaces must be cleaned of all litter and returned to the condition it was in prior to the meeting.
- The library, its employees and trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of the meeting and event spaces.
- Applicants must provide a certificate of insurance with minimum coverage for \$1,000,000 bodily injury and \$500,000 property damage naming the library as additionally insured or a waiver of liability holding the library, its employees and trustees harmless for any personal

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injury, damage or loss. Individuals and organizations that are unable to supply a current Certification of Liability Insurance are required to sign the indemnification clause on the application prior to use of the library facilities.

- Personal injury, damage or loss must be reported promptly to the library staff.