

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, trustee or Friends of the Patterson Library 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 Director will require that the Meeting and Event Space Application, along with all required supporting documentation, must be submitted at least two weeks prior to the next scheduled Patterson Library Board of Trustees meeting. 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. The individual who signs the application must be at least 21 years of age and be in attendance when the meeting room is in use. The applicant shall be responsible for the conduct of the group and for protection of Library property in connection with the meeting. The Library shall be promptly reimbursed by the signing party for any expense or damage resulting from the use of the facility. Forms must be submitted to the business manager not earlier than six months or later than two weeks prior to the date of the next scheduled Patterson Library Board of Trustees meeting.

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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 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, vaping and alcoholic beverages are prohibited throughout the library premises.

All meetings must be held during the Library's regular hours of operation. Programs should be planned so that the program room will be vacated 15 minutes before closing time.

The meeting rooms may not be used for religious services, birthday parties, anniversary parties, showers, weddings, funerals, reunions, fundraisers, car washes, dances, mixers, or similar social events. Events sponsored by the Patterson Library Board of Trustees or the Friends of the Patterson Library for the purposes of fundraising for the library are the exception.

Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.

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

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

- 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. This proof of insurance must be provided at the time of application.
- Publicity for all events is the applicant's responsibility and must include the following statement: "This program is neither sponsored by nor affiliated with the Patterson Library." Promotional flyers and publicity notices must be provided at the time of application.
- The placement of signs, flags or banners of any kind on the building or grounds, other than those relating to the Library or its events, is not permitted.

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- Groups using the meeting rooms may not instruct the public or their invitees to contact the Library for information regarding these events.
- 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.
- The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Such materials or equipment may not be stored in the library.
- Materials may not be affixed to the walls, ceilings, doors, or windows. The use of candles, flammable liquid, lighters or smoke machines is prohibited.
- 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.
- Personal injury, damage or loss must be reported promptly to the library staff.