

Hamilton Public Library Community Room Policy

The Community Room of the Hamilton Public Library is to be used for programs and/or meetings with priority given in the following order:

- 1. Library sponsored**
- 2. Hamilton Village government related**
- 3. Other government related**
- 4. Meetings of local non-profit organizations**
- 5. Other organizations**

All groups utilizing the facility are expected to return the room's tables, chairs, and any other moveable items to their original places. In addition, all food or drink items will be removed from the room and the refreshment area cleaned and left in an orderly manner. The decision to schedule a group's use of the Community Room shall fall within the discretion of the Library Director; however, the Hamilton Public Library Board of Trustees reserves the right to review and approve any and all requests for Community Room use.

All groups using the Community Room must agree to the attached Code of Conduct and Agreement for Community Room Use.

Reviewed and approved by the Buildings and Grounds Committee on 12-17-2020

Approved by the Hamilton Public Library Board of Trustees on 1-13-2021

Hamilton Public Library Code of Conduct & Agreement for Community Room Use

Room use does not constitute library endorsement.

No group may acquire permanent rights to library room use. The library reserves the right to limit room use by any group, in an effort to equitably accommodate the many requests for these spaces.

An adult must be in charge of all activities in the room and be present and responsible at all times. Group members are responsible for the supervision of any accompanying children.

Fundraising or sale of items, goods, or services is prohibited unless specifically authorized by the Library Director.

Groups using the room are responsible for room set-up according to their needs, and are expected to return the room to the original condition, including returning all furnishings and moveable items to their storage areas in the room at the close of the program.

Groups using library audiovisual equipment are responsible for ensuring its proper handling and usage, and correctly string it as found. Prior experience or training with these materials is strongly recommended, as library staff is not available for technical assistance during non-library sponsored programs. For more information about these resources and learning how to use them, please contact a Library Staff member.

Groups may not adjust the thermostats or air conditioning units, as they have purposely been pre-set by library staff to maintain these spaces within our allowable budget. Smoking and use of alcohol are not permitted in the building or on the grounds.

Minimal kitchenette facilities are available, including a coffee maker. Groups wishing to serve refreshments and other beverages are responsible for bringing their own supplies. At the end of the program, any and all items brought in by the group should be removed from the room and the refreshment area cleaned and left in an orderly manner.

Restrooms are available off of the rear library hallway. Groups are expected to help maintain the cleanliness of these facilities.

In an effort to help maintain the library facilities and provide statistics we are required to report annually, groups must complete and return a **Room Use Checklist** each time the room is used. Additional copies of the checklist are available at the Circulation Desk and above the sink in the Community Room.

Groups meeting outside library hours are responsible for signing out a room key while the library is open, securely locking the building after the program, and returning the key promptly as specified on the **Room Use Checklist**. In an effort to maintain the security and efficiency of our facilities, external doors may not be left propped open and internal doors should be closed during programs and meetings.

In the event of an emergency or other issue, please notify library staff immediately either at the circulation desk or by calling the emergency numbers listed above the sink in the Community Room if the library is closed.

Groups are responsible for advertising their own events. The Library reserves the right to list any scheduled event in the Community Room on its calendar.

Hamilton Public Library Community Room Reservation Form

Group or Organization: _____

Contact Name: _____

Phone Number: _____

Email Address: _____

Dates may be requested up to three (3) months in advance. Please include time needed for setup and cleanup.

| Date | Total Time | | Estimated # of Attendees | Will you be using the AV equipment? |
|------|------------|---|--------------------------|-------------------------------------|
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Groups using library AV equipment are responsible for ensuring its proper handling & usage, and correctly storing it as found. For more information about these resources and how to use them, please contact the library in advance.

Is this program open to the public? (Y/N)_____

As the responsible representative for the above listed organization, I certify that I have read and understand the room use policy and code of conduct, and our organization will agree to abide by them. I understand that any transgression of the policy may result in denial of future room use. The organization I represent shall assume full responsibility for any damages or personal injury caused by our members and guests while using the library facilities and equipment.

Signature_____Date_____

Library personnel will review this application & contact you.

Authorized Library Personnel_____Date_____

**COMPLETION OF THIS FORM DOES NOT GURANTEE YOUR ROOM RESERVATION.
PLEASE ALLOW UP TO 3 BUISINESS DAYS FOR A RESPONSE.**

Hamilton Public Library, 13 Broad Street, Hamilton, NY 13346
phone: 315-824-3060 · fax: 315-824-8420 · hamiltonlibrary.org