

# Joseph H. Plumb Memorial Library

## Meeting Room Policy

The Trustees of the Joseph H. Plumb Memorial Library welcome the use of library meeting space for the informational, educational, cultural, and civic benefit of the community. The Event & Meeting Space may be used by any nonprofit organizations, and their meetings must be free and open to all.

Requests for meeting space must be made by an adult at least **two** weeks in advance. Children's programs and events must have appropriate adult supervision. Initial requests for meeting space must include a completed application which will need to be approved by the Library Director.

Priority for the use of meeting space will be as follows: 1.) Library-affiliated groups; 2.) Town, state, regional, or federal agencies; 3.) Community non-profit organizations; 4.) Meetings held by individuals (must not be for profit). The use of meeting rooms does not constitute library endorsement of the group's purpose.

Occasional use of the Meeting Rooms outside of library hours requires special arrangements. These requests should be made at least **two** weeks in advance in order that we may schedule an employee to be present in the building. Groups otherwise should vacate the building at least ten minutes before closing.

There is no smoking in the building. Light refreshments may be served. Sponsoring groups must bring all supplies including coffee pot and items needed for cleanup. Trash must be removed from the premises at the end of the meeting. The room must be left as it was found upon arrival. The library cannot be responsible for items left behind or damaged, and staff is not able to store items. Attendance is limited by room capacity. Fire laws limit maximum capacity to 49 people downstairs, but only 25 chairs are available.

Groups may reserve space up to three months in advance but may not reserve a room for the entire year. Groups are encouraged to bring their own audiovisual equipment and be familiar with its use prior to any presentation. There may not be library staff available to assist, so groups are encouraged to prepare in advance for any audiovisual needs.

The Library Director and Board of Trustees reserve the right to refuse the use of the facility for meetings and programs that they believe might interfere with the use of the library for its intended purpose, or to any group who might disrupt the use of the library and/or its grounds.

Except as a designation of location, the name and contact information of the library may not be used in any publicity for a meeting or event.

Approved by the Board of Library Trustees, June 2013.

Revised August 2022, February 2023, March 2024.

Joseph H. Plumb Memorial Library

Meeting Room Application

Name of organization \_\_\_\_\_

Address \_\_\_\_\_

Name of responsible party \_\_\_\_\_

Telephone numbers: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of organization (Check one): Library Related  Educational  Cultural  Civic  Local  Regional

State Agency  Other: \_\_\_\_\_

Anticipated attendance: \_\_\_\_\_ Purpose: \_\_\_\_\_

Day/Date requested: \_\_\_\_\_ Time: \_\_\_\_\_ Length of meeting: \_\_\_\_\_

Room: Small Meeting Room  Large Program Space  Both Rooms

Is this a one-time use?  Yes  No Weekly?  Yes  No Monthly?  Yes  No

Equipment requested, if any: \_\_\_\_\_

I certify that I am authorized to reserve space for the above stated organization and that the above statements are true to the best of my knowledge.

I agree that I (the applicant) will be responsible for any damage to the premises, including equipment and furnishings, caused by the applicant or attendees and guests, and agree to pay for said damages as assessed by the Board of Library Trustees and the Library Director.

I have read and agree to abide by the rules and policies of the Joseph H. Plumb Memorial Library governing the use of the premises, including rules prohibiting the charging of an entrance fee or for-profit activities.

I agree to hold the Town of Rochester, the Library Board of Trustees, the Library Director, their agents and employees forever free and harmless, and indemnified against any and all loss, cost, or expense arising from any accident or other occurrence causing injury to any person or property as a result of the use of the library premises.

Signature of responsible party: \_\_\_\_\_

Print name of responsible party: \_\_\_\_\_

Date: \_\_\_\_\_

Library Director's signature: \_\_\_\_\_