

The primary use of the Tripp Community Room is for Dundee Library programs and Library sponsored activities. In addition, the Board encourages community groups to use the Tripp Community Room. Non Library groups may use the room on a first-come, first-served basis. The Library reserves the right to cancel a meeting if the room is needed for Library activities with two weeks' notice.

The use of the room does not constitute the Library's endorsement of the organizations' policies or beliefs. Groups soliciting, promoting or selling products and services may not use the room. Non-Library groups may not use the room for fundraisers. There will be no solicitation or proselytizing in the Library meeting room or the Library building. Political campaigning on Library property will not be allowed, though meeting rooms may be used for general political purposes including information sharing, organizational meetings, or community forums. The sponsoring group may not use the Library website or phone number for any purpose, including advertising. The Library name and address should only be used to notify the location of the meeting.

Individuals/groups authorized to use the meeting room must not discriminate against persons in regard to race, age, color, national origin, gender, religious or sexual preference, or physical abilities; and are responsible for meeting all Americans with Disabilities Act requirements.

According to NYS law, the Library and the Tripp Community Room are smoke free. Alcohol is not allowed. Open flames or candles are not allowed on Library property.

During the current COVID-19 pandemic all guidelines including masks, sanitizing and social distancing must be followed. In the case of emergency Library closings, it is the responsibility of the sponsoring group to notify participants.

Applications:

Applications to use the room must be submitted at least one week in advance. Requesters are encouraged to provide as much notice as possible. The Library applications must be completed and signed by a representative of the organization who is personally responsible for:

Adherence to this policy and other library policies,

Liability for injury of persons and damage to or loss of property resulting from use,

Acknowledging receipt of the policy.

Charges:

There is no charge for local government, nonprofit or Library card holders to use the room.

Donations are welcome.

Business groups may be charged \$10/hour.

Responsibilities:

Nothing may be attached to the walls. An easel is available if requested.

Maximum room capacity of 60? people must be adhered to. According to NYS health guidelines, the room capacity could be lowered.

Groups are required to clean up after their events and to leave the room in the condition in which it was found, or better. Tables, chairs, and countertops should be wiped clean and the floor should be swept. Cleaning supplies will be provided. All trash must be removed from the building when the meeting ends.

All food and beverages must remain in the room during the meeting.

Outside groups may not charge admission fees for their events.

Individuals/groups using the room outside of regular Library business hours are responsible for opening, closing, and locking the library building; as well as turning off the lights. Keys may be checked out up to 24 hours in advance of the scheduled event only by an authorized contact person during regular Library hours and must be returned in person or in the book drop at the meeting's conclusion. Any group responsible for losing a Library key will be charged the entire cost for re-keying the Library. This may be several hundred dollars.

This policy is issued by the Library Board of Trustees and is subject to periodic review and/or revision at the sole discretion of the Board.

**Dundee Library
Tripp Community Room Use Agreement**

TO REQUEST THE COMMUNITY ROOM PLEASE COMPLETE AND RETURN THIS FORM

Name of Organization/Group: _____

Contact Person Information <u>Contact #1</u> Name (must be 18 or older): _____ Address: _____ Phone Number: _____ <u>Contact #2 (optional)</u> Name (must be 18 or older): _____ Address: _____ Phone Number: _____
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Date(s) and Time(s) Requested

Requested Equipment Use:

Consent:

I have read and agree to abide by the Community Room Use Policies (attached)

I understand the failure to comply with the Community Room Use Policies may result in loss of meeting room privileges

Date: _____ **Signature:** _____

Library Authorization

A completed form must be submitted to use the Community Room. Recurring groups are required to have at least one form completed per year. Reservations are not final until confirmed by a signature below. The library reserves the right to cancel a reservation for its own use.

Library Director Approval: _____

Date: _____ Fees Paid Exempt from fees