

Parsons Memorial Library

Community Room Policy

Revised 4/18

The Parsons Memorial Library Community Room is available for civic, cultural, educational, religious, social and other functions during library hours. The Community Room is available for any official Town of Alfred board, commission, committee or council without cost. Functions or groups sponsored by the library may use the Community Room without cost. In those instances where a function extends beyond the regular library hours, special arrangements are to be made, according to library policies and procedures. The community room may not be used for commercial purposes, for the solicitation or development of business, or for profit. In establishing this policy, the board of trustees expects organizations using the Community Room to have a shared sense of responsibility and mutual concern for the library staff and facilities.

I. Town & Library sponsored organizations

Town of Alfred boards, committees and councils and library sponsored groups which meet at regular intervals, e.g. every two weeks, every second and fourth Monday, or any other consistent designated time shall be given preference for Community Room use. It is the responsibility of the using organization to ensure that its meeting time is properly scheduled and that all applicable regulations are carefully followed.

II. The library is subject to the Town of Alfred's "No campaigning on Town-owned property" policy.

III. General Regulations

- A. The group schedules all functions with the librarian to ensure there is no time or location conflict with any other organization's function.
- B. The group may be charged a \$25.00 function fee at the discretion of the Board of Trustees.
- C. The group accepts full responsibility for the conduct of all persons attending the function.
- D. The group accepts full liability for any loss or damage to library property by any person attending the function.
- E. The group agrees to confine the function to the Community Room.
- F. The group makes no charge for attendance at the function .
- G. The group sets up and completes all preparations for the function. The group leaves the Community Room in a clean and organized manner at the close of the function. If janitorial or other services are needed, the group agrees to pay the costs.
- H. The group obtains and operates any required equipment or materials, removing the same from the room at the close of the function. It is strongly suggested that the group provide for the availability of a cell phone in case of an emergency.
- I. In some cases, the group will need to provide a Certificate of Insurance naming the town as an Additional Insured.

Parsons Memorial Library

Community Room Usage Application Updated 12/10

Name of Group _____

Application Date _____ Event Date & Time _____

Group Affiliation: _____ Fee charged _____

Type of Function _____ Estimated Attendance _____

Contact Person _____ Address _____

Phone-Home _____ Work _____ E-Mail _____

Because of the library's limited staff, it is the responsibility of the group to complete the desired set up prior to the function in a timely manner that does not interfere with library staff and patrons. The group is also responsible for leaving the room clean and orderly at the end of the function. Assuming full responsibility for the conduct of all persons at the function, the group also assumes full liability for any loss or damage to library property. The group will confine the function to the Community Room and make no charge for attendance. The group provides any required equipment and materials. The group provides its own refreshments and serving materials which are to be removed from the room at the close of the function.

No smoking is permitted in the library. No tape, tacks or nails are permitted in or on walls, doors, windows or furniture. If janitorial or other services are needed, the group agrees to pay the costs. It is strongly suggested that the group have a cell phone available in case of emergency.

Signature of Representative _____

Approved by _____ Date Approved _____

Approval Granted for Community Room use at regular intervals

Details _____

Date Approved _____ Approval Valid Through _____