

MEETING ROOMS POLICY

The Field Library's policy is to make meeting spaces available to local organizations which are headquartered within, or provide substantial services to, the residents of the City of Peekskill and/or Town of Cortlandt. Although the meeting rooms are primarily used for Library programs and Library co-sponsored programs, other groups wishing to meet for educational, cultural, recreational or civic purposes may apply. The meeting rooms are provided on an equitable basis regardless of beliefs or affiliations of individuals or groups. In so doing, the Library affirms its support of the American Library Association's policy on meeting rooms.

Meetings of a commercial, illegal, or private nature are prohibited. Meetings of political organizations as defined by Election Law Section 1-104, Subdivision 3 and Education Law, Section 414(1)(e) and electioneering with the Library are prohibited. Further, the Library reserves the right to reject any application.

We wish to have members of our community use the space, but we must ask groups who do so abide by the following rules and regulations:

- For profit organizations may not use the meeting rooms unless sponsored by the Library for Library programs.
- Meetings must be open to the public.
- The meeting areas must be left in the condition in which they were found.
- Reservations may be made up to 3 months in advance to allow for Library programs to be scheduled.
- Materials may not be taped to or otherwise affixed to the walls.
- Adult Supervision (21 years or older) is required for any group of minors wishing to use the meeting space.
- All meetings and programs shall be free and open to the public – no admission may be charged or donations requested at the door. Requiring charges for supplies, materials, handouts, study books, etc. is likewise prohibited.
- Except for fundraising events sponsored by the Library, Friends of the Library or other organizations affiliated with the Library, the meeting room may not be used for fundraisers such as garage sales, bake sales, political campaigns, etc. It is permissible for authors and performers to sign and sell materials following a Library-sponsored performance or presentation.
- No games of chance may be played.
- The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests.
- The Library assumes no responsibility for any loss, injury, or damage to persons or property on Library premises, which may be sustained as the result of a program being held in a Library meeting room.
- Library personnel will not move or rearrange furniture, equipment or provide audiovisual equipment or operators.

- In order to provide equitable access to the meeting rooms, limitations on frequency and duration of use may be imposed. A master calendar will be maintained for meeting room use.
- The name of the Library may be used only as a designation of the location of the meeting or function.
- Announcements, press releases, flyers, etc. relating to the meeting or function must accompany the reservation for the room and must acknowledge the sponsoring group's contact information. The Library requires that all distributed materials contain a disclaimer making it clear that such materials are not sponsored by the Library and do not reflect the opinions of the Library.
- The Director of The Field Library must be notified in advance if media coverage will be present.
- The Library's Code of Conduct Policy applies to applicants and participants using the Meeting Room.
- Users must provide their own meeting supplies.

Reservations

- A Meeting Room Use Application must be received at the Library location no later than 3 weeks before the event, unless preapproved by authorized personnel. Once received, a confirmation will be given, via email, phone, fax or mail within 1-2 business days.
- An applicant may request a room only once per month and no more than 3 months in advance.
- If cancellations or changes in the reservations become necessary, the Library needs to be notified as early as possible.
- Meeting rooms are available for use only during the Library's normal hours of operation and for security reasons, must be vacated 15 minutes prior to the Library's closing time.

Food and Drink

- There is no cooking of food in the Library and all proposed refreshments to be served must be approved by the Library Director.
- All beverages carried in must be in a covered container to prevent spills.
- No alcoholic beverages may be consumed on Library property.
- No smoking or vaping is allowed on Library premises.
- Applicants must provide their own drinks, covered containers, utensils, etc.
- A deposit of \$100 will be required, to be returned to the user upon inspection of the meeting room areas after use.

Maintenance/Housekeeping

- Individuals or groups using the meeting rooms are responsible for furniture set-up, clean up and offsite trash removal after use.
- Meetings need to be conducted in such a way as to not disturb Library patrons.

- The applicant/user needs to inform participants of the locations of fire/emergency exits and must adhere to fire and safety regulations of the Library.
- The applicant/user is responsible for participant accommodations (e.g. assistive listening devices, etc.) and compliance with the provisions of the Americans with Disabilities Act.
- The applicant/user accepts financial liability for damage to Library facilities and/or loss of Library property.
- Library personnel need to have access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with its regulations.
- Violations of any Library rules shall be grounds for denial of future use of meeting spaces.

Use of the Gallery Meeting Space

- No more than 25 persons may be in the Gallery at any one time.
- The Gallery is not available for private social functions such as birthday or anniversary parties, or for individual use.
- All displayed artwork is the responsibility of the artist/organization and will be exhibited for a designated time period only.

Adopted by the Board of Trustees on October 20, 2022.