

NorthEast Millerton Library  
Meeting Room Policy

The NorthEast-Millerton Library has two rooms that are available to individuals and organizations at modest cost. The use of the facilities will be granted on a “first come, first served” basis, no more than 6 months in advance. Programs sponsored by or conducted by the library have precedence over other groups and organization for use of the space.

**Who Qualifies?**

**Application Requirements**

Application must be submitted at least 1 month prior to the event along with any necessary paperwork. The Application must be signed by the president or an authorized officer of the group. If the Organization is a youth group a responsible adult (over the age of 18) must co-sign the application, and be present at the event. The organization must also verify local and/or Non-profit tax status, as well as provide an insurance certificate.

**Who is Disqualified?**

Applications may be denied if:

- The event may attract more people than the space can legal hold.
- There will be fundraising that does not benefit the library, annex, or other library related group (Example: Friends of the Library).
- The event will contain partisan campaigning or political fundraising.
- Library facilities may not be used for either partisan political purposes or for sectarian religious purposes. While political and sectarian religious subjects or occult, mystical and philosophical information may be presented and discussed; no presentation or discussion may limit the expression of divergent religious views or limit the expression of bi-partisan and non-partisan political opinions.
- Any event for minors that does not have proper adult supervision.

**Fees and Expenses**

All fees are required donations.

**Security Deposits**

The Security Deposit Fee is a deposit against late cancellations, damages and losses. Any organization requesting the use of the library facilities must pay the following refundable security deposits at least one week prior to the scheduled event. Failure to provide any deposit will result in the cancellation of approval for the use of the facility.

Auditorium/Meeting Room: \$50

AV Equipment: \$100

If any damages occur and they exceed the deposited amount, the applicant (the organization and/or group representative) will be responsible paying the remaining cost.

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If the remaining cost is not paid in 30 days, legal action may be taken as well as suspension of library services for the organization's representative.

The organizers of the event or meeting are responsible for cleaning up after themselves. Failure to do so may cause partial or total loss of their deposit and denial to future requests for use of the Annex.

The security deposit is not refundable if the event is cancelled at the request of the applicant on less than 24 hours notice. The Library Director or the Board of Trustees of the Library reserve the right to cancel an event without notice, in their sole discretion, in the event of a building emergency or other emergency, or due to inclement weather. In the event of such cancellation, security deposits will be returned. The applicant agrees to waive any claim for damages due to such cancellation.

The following fees apply to any event not open to the general public free of charge, and to any event sponsored by commercial and for profit organizations, and to any event sponsored by non-local groups or organizations.

Auditorium

Seating for 110 Standing room only: 150	<u>Fees</u> During Library Hours: 0-3 hours: \$75 Each additional hour: \$20
Digital Projector 80 inch projector screen Piano	After Library Hours: 0-3 hours: \$100 Each additional hour: \$20

Meeting Room

Seating for 20	<u>Fees</u> During Library Hours 0-2 hours: \$20
Digital Projector 80 inch projector screen	After Library Hours 0-2 hours \$30

Additional Fees

A required donation of \$50 must be made to the Annex to help cover the cost of utilities. This fee may increase depending on the current cost fuel/electric.

**WAIVER OF FEES:**

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The Library reserves the right to waive fees or deposits for groups or individuals whose activities provide direct financial benefit to the Library. Any appeal for waiver of fees or deposits may be made to the Library Board at their regularly scheduled meeting.

**PUBLICITY:**

**No publicity of any meeting or event in the NorthEast-Millerton Library may be released until permission is granted for a final reservation of the facility by the Library Director or designee in writing.**

- ~All publicity must state that attendees “must call” your organization’s stated phone number “in advance to pre-register.” (This will avoid attendance in excess of room capacity).
- ~All publicity not sponsored by the Library or Friends of the Library must include the following phrase (or equivalent) as a disclaimer: “This program is neither sponsored by nor affiliated with the NorthEast-Millerton Library.”
- ~All written press releases and other publicity items mentioning the Library must be approved in advance by the Library Director or designee in writing no less than one week in advance of publication, posting or distribution.
- ~The library is not required to advise any event in the annex.

**Limitations**

- ~Authors, performers, or other users invited or permitted to appear at the Library who wish to sell their books, tapes, compact disks or other materials at said appearance may do so subject to an agreement that a specified percentage of the sales are to be donated to the Library, pursuant to an arrangement made in advance by the Library Board or its designee. The Library will not be responsible for the collection of such fees or sales charges, or the payment of any tax thereon.
- ~ Donations, “admission” fees, “membership” fees, and fundraising activities, and sale of merchandise or other items is permitted only by non-profit, community service, and charitable organizations, and only to defray the expenses of the program. Such charges shall not serve as a fee for attendance and attendance may not be limited to those individuals who pay such fee. The Library will not responsible for collection such charges or paying tax thereon. The Library Board or its designee must approve all such fees and fundraising activities and sales in advance, and may require, in advance, that a specified percentage of the proceeds be donated to the Library.
- ~The Library may not be used for soliciting new membership or contributions for any group or individual (Except in the case of the Friends of the Library).
- ~Smoking and open flames are prohibited throughout the Library building. Alcoholic beverages may not be served without prior approval of the Library Board, or designee. A temporary liquor license may be required.
- ~Granting use of the Annex does not mean the library supports, endorses, or promotes the organizations ideas, message, or information provided during meeting.
- ~The Library is not responsible for investigating or authenticating the information provided by individuals and/or organizations requesting facilities and neither secures the

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premises nor supervises or controls persons or activities at said events. Sponsoring individuals and organizations and persons attending said events assume all risks of attendance thereat.

~Commercial or for-profit organizations may reserve space for informational or educational purposes only. Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature or business cards, or sale or distribution of business merchandise is prohibited. Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge.

~The sponsoring individuals and organizations are solely responsible for all damages to the annex or to the individuals who attend. The library recommends that the sponsoring individuals or organization have insurance for the event. If the sponsoring individuals or organization chooses not to, they must state in writing that they, and not the library, are responsible for all damages to the annex or to the individuals who attend during and stemming from, their event.

~These policy guidelines will be interpreted in individual instances in the sole discretion of the Library Director and are subject to change by the Library Board at any time, without prior notice, to the using individual applicant or organization.