



1 Morton Street
Norwood, NY 13668
(315) 353-6692

Community Room Policy

The following are rules and regulations of the Norwood Public Library. These are effective December 21, 2017 as adopted by the Board of Trustees of the Norwood Public Library.

I. General Policy:

- A) Requests for use of the Marjorie Bowhall Community Room are made directly to the Library Director, whose decision is final.
- B) The community room is generally available only to individuals or organized groups in the Library service area. Exceptions may be made by the Library Director based on schedule availability.
- C) The community room is available for use by educational, civic, charitable, social and non-profit organizations and like purposes. Sale of items for personal profit is prohibited.
- D) The granting of permission for use of the community room does not constitute endorsement by the Norwood Public Library Board of Trustees, the Library Director, Library Staff, or any of the user's policies or beliefs.
- E) Library programming will have first priority in the community room. Other programming will be scheduled on a "first come, first served" basis.
- F) All reservation requests should be made (including signing of contract) no later than seven (7) days before event. Requests made or finalized later than seven (7) days in advance are not guaranteed approval. All requests and signing of contract must be done during normal operating hours of the Library.
- G) There will be no charge for use of the community room.

II. Use Policy:

- A) Refreshments may be provided and served by the group. The kitchen contains a small refrigerator, sink, serving bowls/platters, plates, bowls, cups, glassware, cutlery and serving utensils. Any dishes, utensils, or supplies must be washed, dried, and put away at the end of the meeting. No items are to be left in the dish drainer. Sink basins shall be rinsed and all food debris discarded. No items are to be left in the refrigerator and any items left behind will be discarded.
- B) Users shall keep community room door unlocked.
- C) Maintain a reasonable noise level, as library patrons shall not be disturbed. The Director of the Library will determine reasonable noise levels; users must adhere to requests for noise reduction.
- D) No smoking or alcoholic beverages are allowed anywhere on Library property.

- E) No open flames are allowed on the premises (to include, but not limited to candles).
Exceptions will be made in the case of small candles for birthday cakes and sterno cans to maintain food temperature.
- F) The group representative or individual who signs the community room use agreement shall certify that he/she will advise all users of the location of building exits.
- G) With any use, before departing the premises, the signer of the room use agreement shall ensure that:
 - 1) Furniture has been returned to its position prior to use.
 - 2) All debris has been placed in trash receptacles. Trash in excess of the receptacle shall be removed by the user.
 - 3) No hazardous waste whatsoever is left on the premises.
 - 4) The floor is cleaned of debris, and liquid spills wiped-up.
- H) There is no telephone in the community room. It is recommended that the responsible party carry a cell phone for personal use while renting the community room.
- I) In case of fire emergency the party signatory to the community room use agreement shall notify the Librarian in charge **immediately** and ensure all community room users exit the building, **before** calling 911 to report the emergency; the address of the building is 1 Morton Street.
- J) In case of any other emergency at any time while the community room is being used, it is expected that the party signatory to the room use agreement, or his/her representative, shall: call 911 to report any medical emergency and/or any emergency requiring law enforcement response; and notify the Director of the Library.
- K) Any group or individual that fails to comply with the above policy may be denied access to the community room in future. The Library Board and Staff are not responsible for the loss of any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual using the community room or attending any meeting in the library.
- L) The Library Board and Staff do not assume any liability for groups or individuals using the community room or attending any meeting in the library.
- M) Use of the room for any purpose other than that stated at time of application is prohibited.
- N) Use of the room for any illegal purpose is prohibited.
- O) The group representative or individual who signs the community room use agreement shall be primarily responsible for any and all loss or damage to the facility. Criminal prosecution may be pursued when necessary.

I agree with the above conditions.

Signature_____ Date_____

Room reserved for _____ (staff use only)