

**JERICO UNDERHILL LIBRARY DISTRICT
MEETING ROOM POLICY AND PROCEDURE**

The Deborah Rawson Memorial Library provides community access to information, ideas and enriching experiences. The Library offers free use of the meeting room for non-commercial purposes. We welcome non-profit, non-commercial groups who wish to use the Deborah Rawson Memorial Library as a place of connection, education, and community involvement.

The Meeting Room at the Deborah Rawson Memorial Library is available free of charge to nonprofit and noncommercial groups and organizations for meetings and activities of an educational, cultural, intellectual and/or charitable nature. No buying, selling, trading of products or services are allowed except in support of the Library. Programs and meetings conducted at the Library may not be used to promote any private commercial interests or products.

All meetings must be free of charge and open to the public.

Library programs take precedence over all other scheduled meeting room events. The Library reserves the right to change or to cancel meeting room reservations when necessary.

The Library does not advocate or endorse the viewpoints of meetings or program room users.

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Procedure and information

1. To Reserve the Room: call or stop by the Library to find out if the room is available. In advance of the meeting, the official representative of the organization must sign the Library Acceptance of Responsibility form agreeing to follow all meeting room regulations, and to arrange for the pick up and return of the key. The use of the room is at the discretion of the Library Director. The official representative must be 21 years of age or older.
2. The Room is reserved on a first come, first served basis. The Library Director and staff shall keep the room reservation calendar and file. After September 1, applications may be made for the next calendar year.
3. Key - The Library is designed so that the Meeting Room can be secured separately from the rest of the facility.
 - a. Therefore, the Meeting Room Door Key is available for group meetings when the Library is closed.
 - b. **A refundable security deposit of \$25.00 is required** for anyone borrowing the Meeting Room key. The group representative will sign out the key one to three days before the meeting is scheduled. The key must be returned to the Library by 4:00pm the day following its use. (It is okay to place the key in a labeled envelope to leave in the library book-drop or to leave in the room after the meeting in the designated envelope)

4. Series of Meetings: Applications for a series of meetings in the next calendar year will be taken after September 1st of the current year. (Application for a single meeting will not be taken more than 12 (twelve) months in advance of the meeting date.) In the interest of serving as many groups as possible, use of the Meeting Room by any one group is limited to twice a month.
5. Publicity - Any publicity prepared by an organization about its meeting must carry the name of the organization sponsoring the meeting. The Library may not be identified as a sponsor.
6. At least one person, 21 years of age or older must be present.
7. Room capacity: The room comfortably holds up to 14 people
8. Smoking, alcoholic beverages, unlawful drug use, and open flames are prohibited both in the room and on the library grounds.
9. Refreshments are permitted. However, the Library does not provide coffeepots, cookware, or paper products. The stove is not available for public use. Clean up is the responsibility of the group. Failure to clean the room may result in the loss of meeting room privileges.
10. The person signing the application is responsible for any and all damage and maintenance, including regular cleaning, after the use of the room. The room will be left in the same condition it was found at the beginning of the meeting.
11. Services - The Library does not provide any office service or equipment except as available to regular patron use.
12. The Jericho Underhill Library District and the Jericho Underhill Library District Board of Trustees are not responsible for accident, injury, or loss of individual property while the room is in use.
13. Face coverings may be required. Please check with staff on current requirements.
14. **In the event of a building emergency such as a fire, flood, burst pipes etc., all attendees will evacuate the building and the person who signed the acceptance form will call 911 as soon as possible to report the emergency. A board member or the library director should also be notified if possible.** Please, read this information and share it with the members of your group.

Adopted: May 19, 2022

**Acceptance of Responsibility
Jericho Underhill Library District Meeting Room Use**

Today's Date _____

Legal Name of the Representative of the Organization _____

Legal Name of the Organization

Legal Address of the Representative

Current Phone Number _____

Representative's Email _____

Days and Dates of Meetings _____

Purpose of the Meeting(s)

Number of people expected to attend _____

Key Deposit date _____ (\$25.00)

If a meeting starts when the Library is closed, the undersigned agrees to protect the Library Building and its contents and is liable for and agrees to replace any and all damages to the same building that may occur during the use of the facility. The undersigned has read the Meeting Room Use Policy of the Jericho Underhill Library District and agrees to abide by all rules and guidelines set forth in the policy. The Library is a smoke, alcohol, and drug free building. The undersigned agrees to return the Room Key to the staff at the Deborah Rawson Memorial Library no later than 24 hours after the meeting or to leave the Key in the Meeting room at the close of the meeting. A new form is to be filled out for each calendar year.

Group Representative Signature & Date

Director's Signature Approval & Date