

Community Room Policy

The Community Room of the Ellenville Public Library and Museum (EPL&M) is used for EPL&M programs, meetings and activities. The room may be divided into two separate rooms, with each having an occupancy capacity of 48. Total capacity is 96.

The Community Room is available for use by non-profit community groups, local organizations and agencies for cultural, educational, informational and recreational meetings or programs open to the public. EPL&M sponsored programs will take precedence. Use is granted without prejudice.

The Community Room is NOT available for commercial, fundraising, personal, political or sectarian use. Sales of merchandise are prohibited unless for the benefit of EPL&M.

Applications, which include the rules for use of the Community Room, are available at the circulation desk and online. Signed applications must be handed in a minimum of 2 weeks in advance to the Community Relations Specialist for approval by the Director or designee.

At no time are there to be attachments to any surface, Library displays or decorations.

All publicity (e.g., brochures, fliers, posters, throwaways, and radio or TV announcements) must carry only the name of the organization sponsoring the program. Programs may not be broadcast or televised without the permission of the Director/Board of trustees.

The room(s) are available during library hours and must be vacated 15 minutes before EPL&M closes. All day-time activities must end by the time stated on their application and the room(s) vacated. Program instructors are to arrive at least 15 minutes before the start of the program. Those using the room(s) after hours must assume responsibility for all salaries and operating cost incurred by the EPL&M staff in being open.

The kitchen is available for use, but must be left in the condition in which it was found. Food and drink are allowed, but must be provided by the organization, along with serving supplies. EPL&M AV equipment may be used if requested in advance.

Smoking, vaping, uncontrolled substances, alcoholic beverages, and games of chance are prohibited.

There is no fee to use the Community Room.

Approved by the Board of Trustees

January 10, 2000

Amended by the Board of Trustees

April 16, 2018

ELLENVILLE PUBLIC LIBRARY & MUSEUM

COMMUNITY ROOM APPLICATION

Please complete all sections below.

ORGANIZATION INFORMATION

Organization Name _____

Address _____

Purpose of Organization _____

APPLICANT INFORMATION

Name & Title of Applicant _____

Address _____

Telephone _____ Best time to call: _____

MEETING INFORMATION

Date Requested _____ Day of Week _____

Time: From _____ to _____ AM/PM

Purpose of Meeting/Program _____

Expected Attendance _____

Does your organization require any special accommodations? If yes, please list below:

I have read and understand the "Rules and Regulations" for the Community Room use and agree to abide by them and be responsible for any damages which may occur.

NAME _____ DATE _____

SIGNATURE _____

FOR: _____

ORGANIZATION