

West Nyack Free Library Meeting Room Use Policy

The use of the meeting room(s) in the West Nyack Free Library is primarily for programs conducted, sponsored, or co-sponsored by the library; and secondarily, for programs of established and recognized non-profit institutions, groups and associations located within the Clarkstown School District boundaries with educational, cultural, or civic purposes. The Trustees of the Library have a fundamental obligation to protect the library and its contents from potential damage, to maintain security, and to provide patrons with an atmosphere of peace and quiet conducive to use of the facilities. Therefore, they reserve the right to deny use of the Community Room to an organization, upon determination that its presence might threaten disruption of the normal activities of the library.

All meetings must be open to the public and may not be restricted to the membership of the sponsoring organization.

The West Nyack Free Library does not advocate for nor endorse the viewpoints expressed in meetings by meeting room users.

The library reserves the right to pre-empt the use of meeting space for library purposes upon four weeks' notice to the organization which had requested that space.

As long as meetings do not conflict with one another, there is no objection to regular meetings of the same group; however, in fairness to other groups of the community, reservations are taken not more than two months in advance.

No admission fee or required donation may be charged. A sponsor of a meeting or program may request a fee from participants only to the extent that such fee covers the cost of materials furnished to participants. Such charges should not be construed as an admission fee, and attendance may not be limited to those individuals who pay the fee. No portion of any fee shall accrue to the benefit of an organization or individual.

APPLICATION: Formal application for the use of the meeting room(s) is made with the Library Director. An individual responsible for the meeting must complete and sign an application form. Reconfirmation of the meeting must be made at least two weeks prior to the meeting. Cancellations or change of meeting dates also must be cleared with the Library Director.

General Rules of Use

- As explained in the first paragraph of this agreement, the library's main responsibility is to provide service to the members of the community. When large numbers of people are unable to park at the library, it is impossible for this goal to be achieved. Therefore, it is understood that whenever the sponsoring organization anticipates that more than eight cars will be used to transport attendees to the program or meeting, the sponsors of the program agree to contact management of the West Nyack Fire House at 42 Strawtown Road, West Nyack, NY 10994 (845-358-1607) or the Clarkstown Reformed Church at 107 Strawtown Road, West Nyack, NY 10994 (845-358-4320) in order to arrange parking for their attendees.

- Meeting rooms may not be used for sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Sale of merchandise is strictly prohibited.
- Political meetings are acceptable for the discussion of issues but not for campaign purposes, party caucuses, or meetings closed to the public.
- Except as a designation of location, the name of the library may not be used in any publicity relating to the use of meeting rooms. All advertisements or announcements for outside events must clearly indicate the identity of and contact information for the sponsoring organization and, in no way imply the event is sponsored by the West Nyack Free Library.
- Meeting room(s) are available for use only during the library's normal hours of operation.
- Applying individuals or organizations are held responsible for the preservation of order by those in attendance. The individual or organization using a meeting room is responsible for supervising the meeting, and ensuring that meeting attendees adhere to the library's policies and Code of Conduct.
- No cooking may be done or food served (organization must provide their own utensils) without the approval of the Library Director.
- No alcohol may be served at any time. No smoking is permitted.
- Programs should be planned so that the meeting space will be vacated 15 minutes before closing time.
- The library may provide use of certain audio/visual equipment in the meeting room. Although this equipment is capable of functioning with a laptop computer and may be used with one, the library will not supply a laptop computer. Patrons may use a video cable to connect their laptop computer to the presentation equipment. If the patron does not supply their own video cable, one may be requested from library staff, which must be returned at the conclusion of the presentation. Patrons may not use the equipment in the A/V cabinet without assistance from library staff, arranged prior to the meeting date.
- If there is any damage to any room or equipment that necessitates professional cleaning or repairs, the meeting applicant will be held responsible for all associated costs.

Failure to comply with any of the library's policies and guidelines may result in termination of the meeting and/or the loss of future use of meeting rooms.

Adopted by the West Nyack Free Library Board of Trustees on 3/12/07

Updated on 3/14/14

Updated on 3/9/20

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