

## **OXFORD MEMORIAL LIBRARY**

Fort Hill Park, Oxford, NY 13830

### **2<sup>nd</sup> FLOOR MEETING ROOM USE POLICY**

The 2<sup>ND</sup> Floor Meeting Room of the Oxford Memorial Library, here-after referred to as the MR, will be made available to non-profit groups and organizations within the service district of the Oxford Memorial Library (OML). The MR is a community resource to be used for purposes that are based upon public interest, community service, education, or recreation.

The MR may be used during the library's regularly scheduled hours of operation only. It is available on a first-come, first-served basis and must be reserved at least one week in advance. All groups must complete an application. A copy of these regulations will be provided to each group reserving the MR. Groups using the MR on a regular basis need only provide one application per calendar year. Applications must be approved by the Library Director and a OML Board of Trustees Representative or the OML Board of Trustees.

An application must be completed to reserve the MR. The following information must be provided:

OML programs will be given preference in scheduling use of the MR.

No smoking is permitted in the MR or anywhere else in the OML.

Open flames are prohibited.

Groups using the MR may not charge an admission fee. If necessary, a fee to cover materials used during the meeting / workshop **is** allowed.

Children's groups (*ages 17 and younger*) must be supervised by a ratio of 1 adult to 5 children.

Neither the name nor address of the Oxford Memorial Library may be used as the official name, address, or headquarters of any group using the MR.

Light refreshments may be served. The group using the MR must provide trash bags and cleaning materials. All generated trash must be removed from OML property after the event.

Each group using the MR is responsible for cleaning the meeting room after use, returning furniture to correct positions, ensuring windows are closed and locked, lights are turned off, and for replacement of damaged or missing equipment. Organizations will be held responsible for any damages incurred by their group to library property. Failure to fulfill these requirements may, at the discretion of the Library Director or the OML Board of Trustees, result in the deposit not being returned, an additional fee charged for necessary repairs and / or cleaning, and possible denial of future CYSR use.

NOTE: Cleaning materials must not be left in the MR for safety reasons.

Unless a special exemption is allowed by the OML Board of Trustees, the MR is not available for the benefit of private individuals or commercial concerns.

Approved by the Oxford Memorial Library Board of Trustees, February 17, 2010

Matt Voce, Marian Godfrey, Fred Lanfear, June Burroughs, Christine Gregoire, Bill Troxell, Bill Brower

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**APPLICATION for use of the 2<sup>nd</sup> FLOOR MEETING ROOM**

Organization \_\_\_\_\_

Adult Contact Person\* \_\_\_\_\_

Complete Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Purpose of this meeting / event \_\_\_\_\_

\_\_\_\_\_

Date(s) \_\_\_\_\_

From (time) \_\_\_\_\_ To \_\_\_\_\_

Number of people expected (not to exceed **54**) \_\_\_\_\_

Will refreshments be served? YES NO

Oxford Memorial Library Equipment Needed \_\_\_\_\_

**I, the undersigned, have read the Community & Youth Services Room Use Policy and accept the regulations including, but not limited to:**

**Safety & fire regulations will be followed.**

**Furniture will be returned to its original places and the MR will be left broom clean. All trash generated during this event must be removed from the OML property.**

**I will be responsible for any problems or expenses incurred from the use of the CYSR during this event.**

**The OML Board of Trustees reserves the right to modify or terminate any or all applications at its discretion.**

Signed: \_\_\_\_\_

PRINTED Name \_\_\_\_\_ Title \_\_\_\_\_

\* For purposes of this policy an adult is anyone at least 25 years-old.

\*\* The deposit will be returned after the MR has been found to be in its original condition