

**OXFORD MEMORIAL LIBRARY
8 Fort Hill Park, Oxford, NY, 13830**

COMMUNITY & YOUTH SERVICES ROOM USE POLICY

The Community and Youth Services Room of the Oxford Memorial Library, here-after referred to as the CYSR, will be made available to non-profit groups and organizations within the service district of the Oxford Memorial Library (OML). The CYSR is a community resource to be used for purposes that are based upon public interest, community service, education, or recreation.

The CYSR may be used during the library's regularly scheduled hours of operation and at pre-arranged times after-hours. 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 CYSR. Groups using the CYSR on a regular basis need only provide one application per calendar year. Applications must be approved by the Library Director and a designated OML Board of Trustees Representative or the OML Board of Trustees.

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

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

No smoking is permitted in the CYSR or anywhere else on OML property.

Open flames are prohibited.

Groups using the CYSR 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 have adult supervision.

Neither the name or address of the Oxford Memorial Library may be used as the official name, address, or headquarters of any group using the CYSR.

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

Each group using the CYSR is responsible for cleaning the meeting room after use, returning furniture to correct positions, ensuring windows are closed and locked, lights are turned off, the thermostat is set to the appropriate temperature for the season, doors are closed and locked 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 CYSR for safety reasons.

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 COMMUNITY & YOUTH SERVICES ROOM

Organization _____

Adult Contact Person* _____

Complete Address _____

Telephone Number _____ Fax Number _____

There is no charge for the use of the CYSR. A \$25.00 key deposit is required if the event will take place after OML hours.** Check # _____

Purpose of this meeting / event _____

Date(s) _____

From (time) _____ To _____

Number of people expected (not to exceed 75) _____

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 CYSR will be left broom clean. All trash generated during this event must be removed from the OML property.

The thermostat is preset. Please do not adjust the settings.

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

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 CYSR has been found to be in its original condition