

## **Policies for use of the Ruth Keeler Memorial Library**

The Ruth Keeler Memorial Library believes it is beneficial to the Library and the residents and civic organizations of the Town of North Salem and the North Salem Central School District to make the public spaces of the Library available for use.

The following guidelines shall be adhered to by all residents and organizations wishing to use the Library's public spaces. Applications for use of the Library public spaces must be completed by the applicant and submitted for approval. Applications are available at the RKML website.

The Ruth Keeler Memorial Library has several public spaces available for community use. The Library building and grounds are subject to the rules and regulations of the town of North Salem.

### **I. Library Description for space available:**

**A. Main Room** – the main room contains a viewing screen, tables, chairs, and a podium.

**B. Children's Room** – the children's room is separated by glass walls and doors from the main room and is in the back of the library.

**C. Exhibit Wall** – the exhibit wall is to the right of the main entrance.

**II. Conference Room** – the Conference Room is separate and distinct from the main area of the Library and has its own entrance/exit. The use of the room is limited to the conference tables and chairs.

### **The Library**

The Main Room is to be used primarily for the programs sponsored or co-sponsored by the Library or Friends of the Library. When available, it may be used for civic, educational, or cultural meetings, events, or displays sponsored by non-profit, or civic organizations.

Applications are scheduled on a first-come, first-served basis. Priority will be given to those organizations situated within the Town of North Salem and/or the North Salem Central School District.

### **The Conference Room**

The Library's Conference Room is located in a wing of the Library separated from the main area Library by a fire door. Access may be via the Library's main entrance or by a separate doorway in the wing. This separate access allows the use of the Conference Room without granting access to the entire Library. It also allows the Conference Room to be in use while the Library is open to the public.

No one individual/organization may reserve the room for more than two [2] consecutive meetings at one time. Use by any one individual/organization is also limited to no more than three [3] times

during any one month. Use of the Conference Room must not disturb or disrupt Library services. Library personnel must have access to the Conference Room at all times.

### **Use of the Library's Public Space**

The following general guidelines shall apply to the use of all Library public spaces, unless specifically limited.

- The entire Library, may not be used for religious, or political events or purposes and only limited commercial ones. Any commercial use outside of tutoring requires Board of Trustee approval.
- The fact that a group or individual is granted permission to use one of the Library's public spaces shall not constitute a Library endorsement of that group's or individual's policies or beliefs.
- All local, state, and federal laws and ordinances and all rules of the police and fire departments regarding public assembly must be strictly obeyed.
- The number of individuals allowed within the Library is governed by local ordinance and, for reasons of fire safety, the numbers may not be exceeded.
  - For the Main Room, that number is [75]
  - For the Children's Room [30]
  - For the Conference Room [15]
- All meetings/events using the Library's Main Room must be scheduled when the Library is closed. Donations are allowed to the extent that they go toward covering the cost of materials furnished or refreshments served. "Membership fees," and "sale of promotional, educational and cultural materials of the sponsoring organization" are permitted only by non-profit, community service, and charitable organizations. Such activity must be declared on the application form and is subject to the approval of the Library. The Library reserves the right to request a percentage of the profits of such charges; such percentage shall not exceed 20% and shall be agreed upon at the time of application.
- For any art items sold a 20% donation shall be made to the Library.
- The Library may not be used for any commercial purposes except for those considered and approved by the Board of Trustees with the exception of tutoring which is allowed. Commercial or for-profit organizations may apply for use of the Library public spaces solely for informational or educational purposes. Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature or business cards, or sale or distribution of business merchandise is prohibited.
- Tutoring, and other individual sessions are permissible if reserved with the Library in advance and may not be used by the same tutor more than five times per week.
- The Library Board of Trustees reserves the right to review all applications for use of the Library public spaces.

- The written application for use of the Library must be submitted to the Director at least two weeks in advance.
- Application for use of the Library public spaces by persons under the age of 21 must be sponsored by and signed by an adult (21 years of age or older) who will assume responsibility.
- Any activity or program for minors (under 18 years of age) shall have adequate adult supervision of at least one adult for every five (5) children.
- Incomplete or false information on the Library's application form may be grounds for denial.
- The Library reserves the right to preempt the use of Library public spaces for Library purposes upon reasonable notice to the applicant.
- The Library is solely responsible for the heat and climate control of the facility.
- The Library reserves the right to cancel an event in times of inclement weather or other emergency situations.
- Except as a designation of location, the name of the Library may not be used in any publicity relating to use of the Library facilities. The Library reserves the right to request that all publicity of an event or display not co-sponsored by the Library contain the following disclaimer: "This program is neither sponsored by nor affiliated with the Ruth Keeler Memorial Library."
- Custodial Care: The Library and all its property must be left in the same condition it was found to be in before use. Tables, chairs, and all other Library property must be returned to their proper places at the end of each use. Floors, bathrooms and all other areas must be clean and free of debris. Waste receptacles should be emptied and contents removed from the building, especially if food and/or drink is served. If necessary, floors should be swept and/or vacuumed. Should these procedures not be followed the Library reserves the right to charge a custodial fee of \$75 for the Main Area of the Library, \$50 for the Children's Room and \$50 for the Conference Room. At the discretion of the director, a deposit may be requested at the time application.
- The Ruth Keeler Memorial Library assumes no responsibility whatsoever for any property placed in the Library in connection with the use of one of its public spaces and the individual/organization agrees that the Library is expressly released and discharged for any and all liability for any loss, injury or damage to persons or property which may be sustained during or by reason of a program held on the Library's premises.
- The individual or sponsor of any group meeting in the Library shall be liable for any damage, loss or theft of Library property.
- The Library does not provide insurance coverage for individuals, officers and/or organizations using any Library facility. There is no special insurance for any personal property left in the care, custody and control of the Library.
- The Library reserves the right to request a Certificate of Insurance from applicants or co-sponsors, when the Board of Trustees deems it appropriate.
- Library keys are to be returned within 48 hours of use. Failure to return a key is subject to a fee of \$25.00. There is a check out process at the RKML.

RKML Usage Fees:

- A fee of \$50 is required at the time of application for all events.
- No fee is required for non-profit or community organizations reserving the Conference Room so long as they are not political or religious ones.

These Guidelines are written at the sole discretion of the Library Board of Trustees and may be reviewed and revised at its discretion at any time without prior notice to the Applicant.

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Approved October 10<sup>th</sup> 2023