

DENNIS P. McHUGH PIERMONT PUBLIC LIBRARY  
POLICY ON USE OF THE LIBRARY FOR NONLIBRARY-SPONSORED EVENTS  
APPROVED BY THE BOARD OF TRUSTEES 3/04/09, REVISED 10/21/11

The library may not be used for religious services, sales promotion, social meetings, or for the benefit of private individuals or commercial concerns engaged in marketing goods or services. Meetings of political groups are acceptable for the open discussion of issues, but not for partisan activities such as campaigning or party caucuses.

No fees may be charged at meetings or events held in the library.

The library reserves the right to close due to inclement weather or other hazardous conditions and will attempt to contact any organization scheduled to use the conference room.

Use of the library as a meeting space by an organization does not indicate an endorsement of the organization or its ideas by either the Library Board or the staff.

#### **I. USE OF THE CONFERENCE ROOM**

The library's conference room may be used by Piermont's civic and cultural organizations and governmental bodies provided such meetings do not interfere with library programs, services or meetings. All meetings must be open to the public except lawful closed sessions of governmental bodies. Permission for such use may be given by the Director, upon consultation if necessary with the President of the Board. Organizations holding meetings assume responsibility for any damage to the room or its contents. Except for community events at the Library to which the public at large is invited, the library will not be open for meetings after hours. By pre-arrangement with Library staff and Board of Trustees, small groups (such as book groups or the Piermont Historical Society) may continue their meetings in the Library conference room for up to one hour after normal closing time if a member of the group takes responsibility for turning out the lights and locking the front door upon leaving the building.

Use of the conference room for non-official groups or individuals (study groups, individuals needing a quiet area, etc.) is on a 'first come, first served' basis with no reservations.

#### **II. USE OF THE BUILDING FOR NONLIBRARY-SPONSORED EVENTS**

The library building may be used by Piermont's civic and cultural organizations for nonlibrary-sponsored events provided such meetings do not interfere with library programs, events, services or meetings. A library staff member must be present to oversee the event, help with the use of audiovisual equipment if necessary, etc. *Items b. and c. will be waived for governmental bodies.*

An organization may use the building by fulfilling the following requirements:

- a. Scheduling a **Date and Time** for the event in consultation with library staff. Time slots shall not exceed four (4) hours.
- b. Paying a **\$100 fee** to cover the cost of staff and utilities for opening the building when it would otherwise be closed.
- c. Signing an **Indemnity Form** accepting responsibility for the condition of the building and any contents (furniture, equipment, etc.) used for the event.