Finkelstein Memorial Library Meeting Room Regulations

The Board of Trustees of the Finkelstein Memorial Library recognizes the public meeting rooms as an integral part of the Library's services. The meeting rooms are principally for Library programs, but will be made available to community groups such as educational, civic, musical, literary, historical, fraternal, businesses located within the East Ramapo Central School District boundaries, cultural programs or non-political governmental activities.

GENERAL REGULATIONS:

1. All meetings must be open to the public. There is no completely private meeting space within the library.

2. Groups may only book space four times in a calendar year, and no more than twice a month at the discretion of the Library. Booking will be taken within THREE months of the date.

3. If permission is granted to a group whose members are 18 years of age or younger, at least one adult shall attend all meetings and must be responsible for their conduct. An adult must complete the online application for space use and indicate agreement with this policy.

4. Light refreshments may be brought into the Meeting Room or Fielding Room only. Limited kitchen facilities are available, including an urn for water or coffee. (Coffee, tea, etc. must be provided by the group.) No dishes or silverware will be provided. The organization is responsible for the cleaning of the coffeepot. All refuse must be disposed of in containers provided and the room left in an orderly condition.

5. No alcoholic beverages may be served.

6. Applicant agrees to make good any damage arising from occupancy of the building. The Library shall not be held responsible for loss or damage to any property owned by users of any of the library's rooms.

7. The Applicant agrees to hold the Board of Trustees harmless from any claim, loss or damage caused by an act of negligence on the part of the applicant or any person using the facilities.

8. No material may be attached to the walls for display purposes.

9. It is advised that the applicant bring all necessary equipment including, but not limited to, laptops, projectors, microphones, etc. Any technology or electrical equipment the library has may not be compatible with outside equipment, for which the library shall not be held responsible. Please remember to allow for set up times and to make sure all of the equipment is functioning as it should.

10. Please note that the library cannot request or redirect patrons to provide their contact information to outside organizations.
ROOM CAPACITIES ARE SPECIFIED BY THE FIRE DEPARTMENT AND MUST BE STRICTLY ENFORCED.
SMOKING IS NOT PERMITTED.

BOOKING A ROOM:

Bookings are made on the library’s website. Requests should be made at least seven business days (Mon-Fri) in advance. Confirmation will be made electronically once the request has been approved. Any changes to an approved request must be made at least three business days in advance. For assistance filling out the online application, please call the reference desk at 845-352-5700 x244 Monday through Friday between the hours of 10:00 am and 4:00 pm.

WHEN ARE ROOMS AVAILABLE?

Meetings may be scheduled during the following hours:

- Monday-Thursday: 9 a.m. – 8:30 p.m.
- Friday: 9 a.m. – 5:30 p.m.
- Saturday: 1 p.m. – 4:30 p.m.
- Sunday: 1 p.m. – 4:30 p.m.

The granting of permission to any group for use of a meeting room merely grants to it the license for such use, which may be revoked by the Library at any time.

The Library reserves the right to revoke permission or withhold granting of permission for use of a meeting room, in the event it deems in its sole judgement that such use would not be in the best interest of the library.

FEES:

No admission fees may be charged by the outside organization.

No solicitations, raffles, campaigning, or other fund raising is permitted.

Organizations using the Library's premises are not required to compensate any member of the staff for any services.

There is no charge for non-profit groups or organizations, but a donation of $25 to help defray custodial costs would be most appreciated.

We ask that businesses who wish to use the room provide a suggested donation of $50.00 per use.