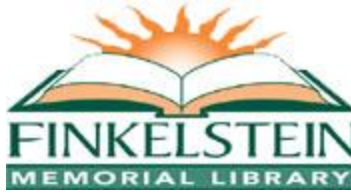


Finkelstein Memorial Library Meeting Room Regulations

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

GENERAL REGULATIONS:

1. All meetings must be open to the public. There is no completely private *or confidential* meeting space within the Library. Meeting space may not be used for the following: political, electioneering, protesting, solicitation, sales, private/social occasions, financial transactions or conducting business.
2. Groups may only book space four (4) times in a calendar year, and no more than twice a month at the discretion of the Library. Booking will be taken within ONE (1) month of the date. Rooms are generally booked for up to 4 hours.
3. If permission is granted to a group whose members are 17 years of age or younger, at least one adult shall attend all meetings and must be responsible for their conduct. An adult age 18+ must complete the online application for space use and indicate agreement with this policy.
4. Light refreshments may be brought in to the Meeting Room on the 1st floor or Fielding Room on the 3rd floor only. No alcoholic beverages may be served. Applicants must bring their own supplies; all refuse must be disposed of in containers provided, and the room left in an orderly condition. If not, a cleaning charge will be applied.
5. All [Patron Behavior Rules](#) must be adhered to while using a Library meeting room. SMOKING IS NOT PERMITTED in the Library or within 100 feet of its entrance.
6. Applicant and their guests will be held responsible for any damage arising from occupancy of the building.
7. The Library shall not be held responsible for loss or damage to any property owned by users of any of the Library's meeting rooms.
8. The applicant agrees to hold the Library, Board of Trustees, Administration and employees 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.
9. No material may be attached to the walls for display purposes.
10. The applicant should 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 call the IT Dept at 845-352-5700, x294 up to a week prior to your room booking date in order to test equipment compatibility and/or see if the Library has equipment that might be used instead. Remember to allow for set up times and to make sure all of the equipment is functioning as it should.
11. 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.

1st Floor Meeting Room: Minimum of 4 guests to book (Maximum of 50)

2nd Floor Conference Room: Minimum of 4 guests to book (Maximum of 15)

3rd Floor Fielding Room: Minimum of 6 guests to book (Maximum of 90)

TO BOOK A ROOM: Bookings are made on the [Library's website](#). 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. Requests must be made 7 days in advance. Confirmation will be made electronically once the request has been approved. Any changes to the reservation should be made 3 days in advance. To cancel a room reservation, call the Reference Desk at 845-352-5700, x244. After 2 or more no-shows, all future meeting room use will be suspended.

WHEN ARE ROOMS AVAILABLE? Meetings may be scheduled during the following hours:

Monday-Thursday: 9:30 a.m. – 8:30 p.m.

Friday: 9:30 a.m. – 5:30 p.m.

Saturday: 9:30 a.m. – 12:30 p.m.

Sunday: 1:30 p.m. – 4:30 p.m.

GROUPS MUST EXIT 30 MINUTES PRIOR TO CLOSING TIME.

In case of a late showing, the room will be held for 30 minutes, after which it will be released back to the public.

Any inquiries that arise during the meeting must be addressed to the Reference Desk staff on the second floor or by calling 845-352-5700, x244.

All publicity relating to events must be handled by the user and must clearly state: "This event is not sponsored or endorsed by the Finkelstein Memorial Library, its Trustees and Administration, and is free and open to the general public." The Library's address and telephone number may not be used by any non-library related group, except using the address as a designation of event location.

The granting of permission to any group for use of a meeting room 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 the meeting room, in the event it deems in its sole judgement that such use would not be in the best interest of the Library or if needed for other Library use.

If the Library is not open (due to early closure, emergency closure, delayed opening, etc.), it is the responsibility of the booking individual/group to get these timely updates by subscribing to our e-Newsletter, checking the Library web site or social media, and/or contacting the Library in advance to re-confirm the arrangements. The booking individual must inform all meeting participants of the updates.

FEES: No admission fees may be charged by the outside organization. No solicitations, raffles, campaigning, or other fundraising is permitted. Organizations using the Library's premises should not compensate any member of the staff for any services. There is no charge for East Ramapo Central School District residents, non-profit groups or organizations. A suggested donation of \$25 is appreciated from non-residents of ERCSD, by check made out to *Friends of the Finkelstein Memorial Library*.

Adopted on 5/24/23 by the Board of Trustees of the Finkelstein Memorial Library