

Finkelstein Memorial Library Meeting Room Usage Agreement

NAME _____ TELEPHONE # _____

ADDRESS _____

CITY, STATE, ZIP CODE _____ E-Mail _____

The above named requests usage of Library Meeting Room _____ on
(day, month, time and if/when repeating) _____.

The above named acknowledges that the premises are delivered to them in good condition and that all equipment is in good working condition.

The above named is responsible for: the safety and conduct of all guests on the premises and any personal injuries or property damages occurring during the time that the above is using the premises, including set-up before the event and during the clean-up period.

The above also acknowledges receipt of and agrees to adhere to the Library's code of conduct and Meeting Room policy.

The Board of Trustees 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, but will be made available to community groups, such as educational, civic, musical, literary, historical, fraternal, cultural programs or non-political governmental activities, and /or businesses 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 meeting space within the Library. Meeting space may not be used for the following: political, electioneering, protesting, solicitation or sales.
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. Bookings will be taken within THREE (3) months of the date.
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 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 meeting room. 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.
7. The applicant agrees to hold the Library and 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. 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 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. For assistance filling out the online application, please call the reference desk at extension 244, Monday through Friday between the hours of 10:00 am and 4:00 pm. Requests should be made seven 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 extension 244.

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.

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 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.

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 receive these timely updates by subscribing to our e-Newsletter, checking the Library website or social media, and/or contacting the Library in advance to re-confirm the arrangements.

All Patron Behavior Rules must be adhered to while using a Library meeting room.

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 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.

Businesses who wish to use a meeting room are encouraged to provide a suggested donation of \$50.00 per use.

I received and understand the above rules and regulations.

Printed Name _____

Signature _____

Date _____

Indemnification and Hold Harmless Agreement

To the fullest extent permitted by law, the above named shall indemnify, hold harmless and defend Finkelstein Memorial Library, and agents and employees of any of them from and against all claims,

damages, losses or expenses including but not limited to attorney's fees arising out of or resulting from the performance of the agreement, provided any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, and (b) is caused in whole or in part by any act or omission or violation of statutory duty or regulation of the above named or anyone directly or indirectly employed by it or anyone for whose acts it may be liable pursuant to the performance of the agreement. Notwithstanding the foregoing, the above's obligation to indemnify Finkelstein Memorial Library, and agents and employees of any of them for any judgment, mediation or arbitration award shall exist to the extent caused in whole or in part by (a) negligent acts or omissions, or (b) violations of regulatory or statutory provisions of the New York State Labor Law, OSHA, or other governing rule or applicable law; by the room users, or anyone directly or indirectly employed by it or anyone for whose acts it may be liable in connection to such claim, damage, loss and expense. The obligation of the room user to indemnify any party under this paragraph shall not be limited in any manner by any limitation of the amount of insurance coverage or benefits including worker's compensation or other employee benefit acts provided by the room user.

Company Name: _____

Name: _____ Signature: _____

Date: _____

Please sign, date and return to: **Finkelstein Memorial Library**