

# Marlboro Free Library Community Room Policy

The Library makes its Community Room available to residents of the Marlboro Central School District under the terms of this policy to further its mission of providing educational, cultural and intellectual resources to the public. The library Community Room is open to organizations engaged in educational, cultural, intellectual or charitable activities.

The Community Room was designed to be used for the library's own programs. When it is not needed for library activities, it **may be available for use by non-profit community groups**, subject to policies established by the Marlboro Free Library Board of Trustees. The room may not be used by organizations for commercial purposes or for private social events for individuals. Use of the community room does not constitute an endorsement of the views of the user of the room by the Library. Marlboro residents who are SUNY or Ulster-Orange BOCES instructors may reserve the Community Room, contingent upon the completion of the *Application Form to Use the Marlboro Free Library Community Room*, and adherence to all related procedures and policies. In addition, the requester must present verification that the room usage pertains to the SUNY/BOCES course they are facilitating.

The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part, "Libraries which make exhibit spaces and community rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

## Application For Use

Completed application forms must be submitted to the Circulation Desk in person, by mail, or by faxing it to (845) 236-7635. **The application must be signed by an authorized representative of the group, who resides in the Marlboro Central School District**, and who shall attend the meeting and be personally responsible for the conduct of the meeting and for any damages to facilities.

- Each application will be reviewed and the contact person will receive confirmation by fax, by mail, or e-mail. The Community Room will not be considered scheduled until confirmation is sent.
- Although telephone applications will not be accepted, the Library staff will provide information regarding the availability of the room over the telephone.

In order to make the Community Room accessible to as many people as possible, the following restrictions apply. **The Library Director is to be notified of any cancellation or meeting date changes within forty-eight (48) hours prior to the event.** Failure to notify the Director may result in the organization not being able to use the space in the future. **The use of the room by an organization is limited to one meeting per month. Dates cannot be scheduled more than six months in advance.** A parent organization and its sub-groups will be considered as separate entities if they clearly identify themselves as such.

Click [here](#) to download an application to use the Community Room.

## Hours

Meetings may be scheduled for hours that the library is open, Monday through Sunday. These groups holding meetings during this time must **vacate the Library 15 minutes before closing**. Groups may schedule meetings before or after regular Library hours as long as:

- One person from the group is designated the responsible party
- The responsible party obtains from the Library Director a set of keys that allow access to the building and restrooms and/or an alarm system code prior to the group's meeting
- Pursuant to Town of Marlborough law, if a responsible party of a group sets off the alarm system either entering or leaving the building, the group or organization will be responsible for paying the false alarm charge assessed by the Police Department
- Groups must leave the Library building by 11:00PM
- Keys obtained for the meeting must be returned immediately after use by depositing them in the Library's Book Return.
- The responsible party/group is responsible for replacement costs if the keys are lost while in their possession.

### **Equipment**

Audiovisual equipment is available. The equipment needed must be requested on the application form.

### **Capacity and Facilities**

The Community Room can be divided into 2 smaller rooms or used as one larger room. Each smaller room comfortably seats up to 25 persons, with a fire code maximum of 50 persons standing (no seating). If the larger room is requested, a maximum of 50 people seated or 100 persons standing is allowed. Chairs and up to 5 tables are available for groups to set up to meet their individual needs. **The Library does not assume responsibility for setting up the room. When the meeting is concluded, the room must be cleaned up and all furniture returned to its original position.**

Kitchen facilities with a sink are available; however, supplies are not provided. Each organization is required to clean the kitchen and leave the room in order after use. Responsible parties will be billed for any extra cleaning required as a result of food or beverages in the room, or damages or spills found after use.

### **Additional Information**

Library use of the Community Room is the first priority. The library reserves the right to cancel a reservation if the room is needed for library use. Whenever possible, a 24 hour notice will be given.

Groups or organizations using the Library Community room agree to indemnify and save harmless from and against any and all losses, damages, claims, or expenses including reasonable attorney fees and costs arising out of the group's or organization's use of the Library facility.

The Community Room may not be used for:

- Any purpose which, in the opinion of the Director and/or the Library Board, may interfere with the normal use of the library.
- A return engagement by a group that has abused or damaged the facility in its earlier use or has violated any of the regulations set forth in this policy.
- The furthering of private business interests by for-profit organizations.

- Private social gatherings
- Religious services or proselytizing functions
- Private or political fundraising or money making purposes by groups other than library-related organizations

**All meetings must be open to the public, free, and for the purpose of educational, civic, or cultural programming or public information.**

Participants must not be subject to an entrance fee or collections. An exception may be made and special permission granted for lectures, forums, institutes, or classes involving a small fee to cover expenses, upon application to the Board.

Appeals and/or comments can be made to the Library Board in writing. Address such communications to:

Marlboro Free Library Board of Trustees  
1251 Route 9W

PO Box 780

Marlboro, NY 12542

**Regulations**

Organizations that wish to continue to use library facilities must abide by the following regulations.

- All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state the meeting is **not** sponsored by the Marlboro Free Library.
- Displays, posters, and literature connected with a meeting may not be placed anywhere in the Library except in the Community room while the meeting is taking place. With the permission of the Library staff, a flyer advertising the meeting may be placed on a bulletin board.
- Due to tight schedules, each organization will be admitted to and must vacate the room at the appointed time.
- Meetings must be conducted in such a way to not disturb Library operations.
- Groups using the community room are not permitted to charge registration or admission fees or to require the purchase of an item as a condition of attending a meeting. Membership dues and voluntary incidental donations (such as coffee money or the recovery of photocopy costs) may be collected. Visiting authors or performers may sell items they produce.
- The use of the name, address, or telephone number of the Marlboro Free Library as the address or headquarters of any group using the library for meetings is prohibited.
- Library staff may attend or observe any meeting or program at any time.
- Beverages and light snacks are permitted if prior approval is obtained.
- Smoking or use of alcohol or malt beverages is not permitted.

- A group composed of minors (under eighteen years of age) must have an adult chaperone attend the meeting. This person must also sign the Community Room application form.
- Displays may not be affixed directly to the walls of the community room without prior consent. Library fixtures may not be removed from the walls.
- Community Room users are responsible for carrying their own supplies and operating equipment they use.
- Community Room users are responsible for carrying away any refuse they produce over the amount that can be contained by the trash receptacle provided in the room.
- The library is not responsible for equipment or materials owned by a community group and used in the library. No storage space is available.
- The Library reserves the right to close the building in extremely bad weather or unforeseen emergencies. Groups should know that when the Library is closed for such purposes that their meetings are automatically cancelled.
- The library reserves the right to make accommodations for community room use by other Marlboro Central School district entities.
- The library reserves the right to limit or prohibit any use of the community room which represents a threat to the health or safety of library customers or to the orderly use of the library.

For and in consideration of the use of the community room and library facilities, any person or group using same hereby agrees to indemnify and hold harmless the Marlboro Free Library from any and all actions or suits relating to its use of such rooms and facilities. Further, such person or group agrees to reimburse the Marlboro Free Library for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room and/or facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to an attorney for legal action.

### **Americans With Disabilities Act Compliance**

The Library Board expects any group utilizing the community room to comply with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request. For questions relating to ADA compliance, contact the Library Director, (845) 236-7272.

*Based in part from the Greenwich, CT, Waukesha, WI and Waukegan, IL public libraries.*

**1<sup>st</sup> Reading: 1/10/2011**

**2<sup>nd</sup> Reading: 2/7/2011**

**Revised: 1/6/2025**

# APPLICATION FORM to use the Marlboro Free Library Community Room

(Please complete in a legible manner)

When not needed for Library activities, the Marlboro Free Library Community Room is available for use by Marlboro School District non-profit groups and organizations. Each organization is limited to one meeting per month. Please do not notify members of your group or consider the room booked until you receive written confirmation.

Any meetings held in the Marlboro Free Library Community Room are subject to the Marlboro Free Library Community Room Policy and the False Alarm Policy instituted by the Town of Marlborough Police Department. Please read both policies. A completed application to use the Library Community indicates your group's understanding of and agreement to abide by these policies.

ORGANIZATION NAME \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

CONTACT TELEPHONE NUMBER(S) \_\_\_\_\_

DAY OF WEEK REQUESTED (please indicate 1 for first choice and 2 for second choice below)

\_\_\_ Monday                      \_\_\_ Tuesday                      \_\_\_ Wednesday                      \_\_\_ Thursday  
\_\_\_ Friday                      \_\_\_ Saturday                      \_\_\_ Sunday

TIME OF DAY REQUESTED for meeting to begin \_\_\_\_\_ AM    PM    LENGTH OF MEETING \_\_\_\_\_ hours

(circle one)

MEETING DATE REQUESTED \_\_\_\_\_

MEETING PURPOSE \_\_\_\_\_

## CONTACT INFORMATION FOR PERSON RESPONSIBLE FOR KEYS AND ALARM SYSTEM, if applicable

NAME \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

ADDRESS \_\_\_\_\_ ALT. PHONE # \_\_\_\_\_

**I AGREE TO ABIDE BY THE REGULATIONS OF THE MARLBORO FREE LIBRARY REGARDING THE USE OF THE COMMUNITY ROOM.**

SIGNED \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_

signature

(if applicable)

## FOR LIBRARY USE ONLY

RECEIVED BY \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ NOTICE SENT \_\_\_\_\_