

**KINNELON PUBLIC LIBRARY
MEETING ROOM REGULATIONS**

1. The person reserving the room(s) must be an adult (18 years old). Groups of minors (under 18) must have adult supervision.
2. Proper supervision of children in attendance is required. Children brought to meetings whose attendance is not required may not be left unsupervised in other parts of the library.
3. Reservations are on a first-come, first-served basis- starting when the *application is completed and returned to library*.
4. The number of participants or attendees at any meeting, lecture, film showing, conference, etc., shall not exceed the *maximum capacity allowable by the fire code*.
5. No admission fee may be charged for events scheduled for the meeting room except for registration charges at conferences or institutes or for regularly scheduled welfare of the community. These exceptions can only be allowed at the discretion of the Director acting for the Board of Trustees.
6. Alcoholic beverages may not be served; No smoking is permitted in the building.
7. The Trustees assume no liability for injury to a person or damage to property of the organization or its members.
8. The sponsoring organization assumes responsibility and will be liable for damages to Library property beyond ordinary wear and tear.
9. The sponsoring organization is responsible for leaving the meeting rooms in clean and in good order. Chairs and tables must be put away properly.
10. The Library must be notified if a meeting is being canceled.
11. In the event of an emergency closing of the library, every effort will be made to notify the contact person listed on the meeting room application form. However, the Library cannot guarantee that the organization will be notified. It is recommended that the meeting room applicant call the Library should there be a possibility an emergency closing is necessary.
12. The key to the Library Meeting Rooms may be picked up at the Library on the day of the meeting. The person in charge must make sure all doors are secured. Keys may be returned the following morning *or may be dropped in the book drop that night*.
13. The Library Meeting Rooms are not available where, in the judgment of the Board of Trustees or the Director, disorder is or may occur. The Board reserves the right to revoke permission for any meeting.
14. Any organization desiring to use the Meeting Rooms must read and sign the attached waiver.

(Approved June 21, 2006)