



395 Hudson Street
Cornwall, NY 12518
Phone 845-534-8282 Fax 845-534-3827
www.cornwallpubliclibrary.org

APPLICATION FOR USE OF COMMUNITY ROOM

(Commercial Use of the Facilities is Not Permitted)

Hours Available: Mon-Thurs 9:30AM-8PM; Fri 9:30AM-6PM; Sat 9:30AM-4PM; Sun 1-4PM

Organization Name _____

Address _____

City _____ ST _____ Zip _____

Phone _____ Fax _____

Contact _____

Date of Use _____ Time (from) _____ (to) _____

Purpose of Meeting/Program:

Table/Chair Set-Up Needed _____

Attendance Number Anticipated _____ *(may not exceed 40 persons)*

Equipment Needed *(please check all that apply):*

Coffee Pot DVD Projector Podium

Cornwall Public Library's Terms:

- Please arrange an orientation with Library Staff upon approval of Community Room use.
- No changes may be requested once final approval has been granted and papers signed.
- The Library reserves the right to revoke and cancel any permission granted when such use may be in conflict with the chartered purpose of the Library

I have read the Community Room Policy and rules attached to this application/agreement and will comply with the Library's terms.

Signature of Applicant _____

(Please Print Name) _____

Date _____

Cornwall Public Library Meeting Room Liability Statement

The individual signing the application and the organization on behalf of which the application is made shall, and by the execution of the application does assume joint responsibility and liability for any injury to people, or any breakage, damage or loss of supplies, to the building or grounds, and any or all injuries sustained at, or because of, the activity at the Library.

Community Room Use Policy and Rules

The Cornwall Public Library's Community Room can be reserved when not in use for Library purposes. Use of the Community Room must be for non-profit use and of an educational, cultural, civic or charitable nature and must be open to the public. Commercial use of the facilities is not permitted. The Community Room is available to organizations on an equitable basis, regardless of beliefs or affiliations of the individuals or groups. The Library does not advocate or endorse the viewpoints of meeting room users.

Scheduling preference shall be as follows:

1. Library programs, library sponsored or co-sponsored activities;
2. Meetings and events sponsored by groups located within the Cornwall Central School District;
3. Meetings and events sponsored by organizations of local, state, or federal government;
4. Meetings and events sponsored by users from Orange County and beyond;

Permission to use the Community Room will be at the discretion of the Board of Trustees upon the submission of an Application for Use of Community Room. Applications should be submitted at least one month before the desired date. The form should be completed and returned to the Circulation Desk or mailed or faxed to the Library. The Application includes a Liability Statement that releases the Library from responsibility for accidents, injury or loss of individual property while the room is in use.

Approval for Community Room use will be granted as quickly as possible. The Board of Trustees is not responsible when inclement weather or other emergency situations force the closure of the Library. The Board retains the right to revoke permission for any use of the Community Room that is in conflict with the best interest and/or the security of the Library. Change of meeting dates and/or times must be cleared by the Library Director or Program Coordinator.

Groups may hold regular meetings in the Community Room; however, due to high demand, reservations are taken not more than six (6) months in advance. Groups or individuals may not use the Community Room more than once per month. Use of the Community Room is restricted during June, July and August due to library programming needs. Permission for room use is non-transferrable. Use of the Community Room is only permitted during regular library hours or while library employees are regularly scheduled to be on site.

The following rules must be met for use of the Community Room:

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E-mail: rleahy@rcls.org

1. The room must be left in the same condition in which it was found. Furniture that has been rearranged must be returned to its original position.
2. Simple refreshments may be served, providing that that Community Room is cleaned immediately after its use. All refuse must be disposed of in the containers provided or removed from the building. Groups must bring their own supplies and utensils.
3. No alcoholic beverages are permitted in the building.
4. No smoking is permitted in the building. Burning of any materials, including incense and candles, is prohibited.
5. Nothing should be attached by tape or any other means to the walls of the building.
6. When the Library is open to the public, the noise level in the Community Room must not interfere with regular operations.
7. Individuals and groups using the Community Room shall secure any necessary performance licenses and indemnify the Library for any failure on their part to do so.
8. Groups of children or teenagers must have adequate adult supervision. Parents of children aged five years old or younger must supervise their children at all times.
9. For non-library related/sponsored programs, any materials advertising a program or meeting to be held in the Community Room may name the library as the location of the program or meeting, but may not state or imply that the library is sponsor of the program or meeting. The library will list the meeting on its calendar, but will not produce fliers or publicity of any kind for non-library-sponsored programs or meetings.
10. Use of audio-visual equipment must be requested at time of application. Library staff may not be able to troubleshoot audio-visual problems. Applicant must arrange with library staff ahead of time to work out any audio-visual requirements or setup.
11. Groups or individuals using the Community Room may not charge admission fees, membership fees, solicit contributions, or sell or take orders for merchandise or services of any kind on Library property. Exception will be made for programs or sales conducted by or sponsored by the Friends of Cornwall Library or the Cornwall Public Library Foundation.
12. Library personnel shall have free access to the Community Room at all times.
13. The applicant is responsible for the observance of all rules and regulations of the Cornwall Public Library.
14. The applicant agrees to obey and abide by local, State, and Federal laws, rules and regulations.

Failure to follow the rules for Community Room use may result in immediate revocation of Community Room use approval.

Approved July 14, 2009

Amended October 2017