



## **CANTWELL COMMUNITY ROOM USE POLICY**

### **OVERVIEW**

The Cantwell Community Room of the Saranac Lake Free Library may be used by groups or organizations for educational, informational, recreational, or public service functions providing those meetings are open, free to the public, and do not involve fundraising activities other than for the Saranac Lake Free Library. The room may also be available for private events, such as birthday parties, however, its availability is subject to the needs of the library and at the sole discretion of the Library Director.

Library sponsored programs and activities are to take precedence in the assignment of use of the room, and may supersede any scheduled program or event.

Neither public nor private use of the Cantwell Room constitutes an endorsement by the Saranac Lake Free Library of the beliefs or ideas expressed by individuals or organizations using the space. Meetings should not be publicized in a manner that suggests library sponsorship or affiliation.

The Saranac Lake Free Library will enforce the prohibition of activities that conflict with federal, state and local laws. Anyone in attendance must abide by the SLFL Patron Code of Conduct.

### **TERMS OF USE:**

- The Renter agrees to hold the Saranac Lake Free Library and its Board of Trustees harmless as a result of any actions or damages to persons or property during the period the Renter uses the room. Those using the room must assume full responsibility for injury and are responsible for any damage to the premises, equipment and/or furnishings during the use of the room. The library is not responsible for personal items or equipment brought into the building or left in the room.
- The room shall be left in good condition and returned to its original state. Renter shall be responsible for cleanup of the room and the removal of all trash.
- The Renter for both public and private events acknowledges that during normal library business hours, the Cantwell Room is always open to people wishing to view the exhibited artwork.
- Nothing shall be attached to the walls, floor, or ceiling.
- Renters must adhere to the Saranac Lake Free Library's Patron Code of Conduct when using the room.
- If, at any time a group using the room becomes disruptive or a danger to the library staff or its patrons, the library reserves the right to ban that group from using the room in the future.
- Renters must abide by the room capacity which cannot exceed 110 standing or 80 sitting people.
- The Cantwell Community Room may not be used for political rallies supporting a political candidate or campaigns organizing for a political candidate. A person is considered a 'candidate' on January 1st of the year the election for the position for which they are running is to be held.
- No alcohol in the Community Room without permission from the Library Director.



**RESERVATIONS**

The Cantwell Community Room may be reserved by an individual or organization for a single session. Requests for multiple reservations for a sequence of several meetings over a period of weeks for the Cantwell Room may be granted by approval of the Library Director. The time of use is at the discretion of the Library Director due to the nature of the room and its impact to library operations. Keys to the Cantwell Community Room may be issued only for the day of the reservation. Reservations for the use of the Cantwell Community Room must be made at least 24 hours in advance.

The renting individual or organization must fill out The Cantwell Community Room Use Request Form (and will receive a copy of said form along with a copy of The Cantwell Community Room Use Policy Form). Cantwell Room Use Request Form will be filed in appropriate binder and the calendar notated. Rental charge to cover overhead costs must be paid before or on the day of room usage.

Charges for events open to the public shall be:

\$30.00 per 4 hour block

Charges for private events shall be:

\$50 per 4 hour block.

\*Depending on the nature and size of a private event, a \$100 cleaning fee may be required.

**CANTWELL ROOM USE REQUEST**

**NAME OF GROUP:** \_\_\_\_\_

**RESPONSIBLE PERSON:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ROOM(S) REQUESTED FOR USE:** \_\_\_\_\_

**DATE OF MEETING:** \_\_\_\_\_ **TIME OF MEETING:** \_\_\_\_\_

**RENTAL CHARGE (must be paid upon or prior to room use) :** \$ \_\_\_\_\_

I have read, understood, and accept the conditions and responsibilities listed above. I agree to pay for any damages to the library or its furniture or equipment:

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



### **Room Use Checklist**

- Ask directions about the heating system if required
- Turn off all the lights after the meeting
- Check the outside door carefully to make sure that it locked
- Remove any garbage you may have produced
- Put the room back the way you found it
- Drop the key in the book bank after the meeting