

## THE RON STEINBERG READING & MEETING ROOM

In keeping with Elting Memorial Library's mission to offer a welcoming place for community activities, the meeting room is available free of charge to non-profit community groups engaged in educational, cultural, or civic activities. The room may be used only by groups that do not discriminate on the basis of race, gender, age, sexual orientation, religious affiliation, or other characteristics protected by law. Preference will be given to groups that serve New Paltz residents. In all cases, use of the room is at the discretion of the Library Director.

Groups must complete an application form at least two weeks in advance of their meetings and submit a valid credit card (Visa or Mastercard) to assure neat and clean return of the room. All reservations must be confirmed at least 24 hours in advance. Any cancellations must be made at least 48 hours before the meeting.

All meetings at the library must be open to the public. Library staff or representatives must be permitted access to the room at all times. Permission to meet at the Library does not in any way constitute or imply endorsement of the visiting group's policies, beliefs or programs. No implication of library endorsement should be made by any group. The room may not be used by for-profit groups, for partisan political purposes or as the regularly-scheduled meeting place for any group.

The Library Director reserves the right to cancel any reservation due to bad weather.

Groups must abide by the conditions outlined below.

- The meeting room, kitchen and bathrooms must be left clean and free of debris. All furniture and equipment must be returned to their original positions.
- Refreshments may be served *only* with the permission of the Director. No alcoholic beverages are permitted. The room will be inspected before and after the meeting. Any damages and extra cleanup costs will be charged to the credit card submitted with the application.
- Participants must agree to observe fire and safety codes and to admit no more than 75 people. No smoking is allowed.
- Children aged 10 and under must be supervised by at least one adult for every ten children. Youths aged 11-18 must be supervised by at least one adult for every 20 youths.

Though a fee is not charged, a donation to the Library is always welcome and will assist with the upkeep of the facility and future replacement of furnishings. Non-profit groups wishing to hold fund-raising events at the Library are welcome to use the facilities, but a special application must be made to the Board of Trustees, and a fee may be charged.

Please complete the reservation form at least two weeks prior to your event and return it to the Library Director. You will be notified within a week if your application has been approved.

*Policy approved by Board of Trustees: 6/24/10*