

Rye Public Library

Community Meeting Room Policy

“As an institution of education for democratic living, the library should welcome the use of its meeting room for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.”

Library Bill of Rights

The following policy has been adopted by the Rye Public Library Board of Trustees:

1. The Rye Public Library’s Community Meeting Room “CMR” may be reserved and used by local government or non-profit community organizations for civic, cultural and educational activities. All meetings must be open to the public and no attendance or entry fee may be charged. The Board of Trustees reserves the right to review, to accept or reject any request for use of the CMR, or to modify any part of this policy on an individual case basis. Acceptance of a request for use of the CMR does not constitute an endorsement by the Library of the requesting organization’s philosophy or activities. Furthermore, no announcement, press release, flier or other promotional endeavor should state or imply the Library’s endorsement or sponsorship of the event or its sponsor. Such promotional endeavors should clearly state that the library is merely the location of the meeting. Groups may not use the Library’s name or address as their own address or headquarters. The Board of Trustees may, on a case-by-case basis, rent the Community Meeting Room to private groups for private purposes at a fee determined by the Board.
2. Reservations for use of the CMR room must be made by a responsible representative of the organization requesting the use of the room, who will act as contact person with the Library Director and will see that all regulations are followed. An adult representative for each group using the library must be designated as the person responsible for coordinating the meeting or program and for assuming that the program ends at the desired time. No use of the CMR shall be allowed before the CMR Reservation form has been signed by both the responsible adult representative of the group and the Library Director or his/her designee.
3. Reservations for use of the CMR must be submitted to the Library Director at least one week in advance. Library functions are given priority in reserving the room. Reservation forms are available both at the Circulation Desk and online. While preliminary reservations may be made by phone or in person, no reservation shall be finally approved until submitted on the CMR Reservation Form. Reservations are on a first come first served basis and generally cannot be submitted more than three months in advance.
4. Meetings must not interfere with the use of the CMR for regular Library functions or activities, which have first priority. The Trustees or Library Director reserve the right to cancel a previously-approved reservation if the Library needs the CMR on reasonable notice or due to an emergency.
5. Programs involving the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, regardless of purpose, are prohibited except for those covered by the library policy which allows performers at Rye Public Library programs with pre-approval to sell sound recordings, DVDs and books related to their performance.
6. Attendance at the meeting shall not exceed the approved capacity of 60, as per Rye Fire Department Regulations.
7. The Library assumes no responsibility for the safety of any private property resulting from a meeting or program will be the responsibility of the organization using the Library.
8. Smoking or the use of open flames is prohibited. The serving and consumption of alcoholic beverages is also prohibited.
9. Kitchen facilities are available for light refreshments only; there are no facilities for preparations or services of “club dinners” or similar meal function. The CMR and kitchen must be left in order, and all trash must be removed by the organization sponsoring the meeting. Groups are responsible for paying for any breakage, damage to library property, or inordinate amount of cleaning resulting from the use of the CMR. No storage facilities are available or provided.

10. The plasma screen television, projection equipment, and sound system are for use only by approved and reserved meetings either during the Library's regular operating hours or with a staff member present.
11. The Library reserves the right to amend this policy as deemed necessary or advisable by the Library Director and the Board of Trustees.

Adopted by the Rye Public Library Board of Trustees, July 9, 2008; Revised September 11, 2008