



Meeting Room Policy

Tuxedo Park Library subscribes to Article VI of the American Library Association Library Bill of Rights which states that facilities should be made available to the public of the Library's chartered service area on an "equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Subject to the conditions stated in this policy.

The Tuxedo Park Library regards the availability and use of its Meeting Spaces located in the Program Room or Learning Lab as an integral part of its service to the residents of the Library's chartered service area. We welcome the public use of our meeting space in keeping with the Library's mission "...to meet the informational and recreational needs of the residents of the Town of Tuxedo. It seeks to be the heart of the community. The Library stimulates interest in reading and lifelong learning, and affirms the historical significance of our town by providing open access to cultural, intellectual and educational resources."

It is the policy of the Tuxedo Park Library Board of Trustees to allow organizations and groups use of Library's meeting rooms, when the facility is not needed for administrative use, activities, or programs sponsored in whole or in part by the Library, and when such use is not disruptive of the programs and activities of the Library. Such permission is revocable and does not constitute a lease. The Tuxedo Park Library reserves the right to deny applications for use based on the availability of space, availability of staff, or frequency of use. Permission to use the Library meeting rooms does not imply Library endorsement of the aims, policies, or activities of any group or organization. Groups cannot use the library's name, address or telephone as their official address or contact information. Any publicity must clearly identify the sponsoring organization and may not state or imply Library sponsorship.

The use of the Library meeting rooms will be granted on a "first come, first served" basis, booked in advance. Individuals may use the rooms for studying when it's not scheduled for other purposes. In the event of a conflict in scheduling, the Library will permit access in the following order of priority:

1. Events sponsored by the Library and co-sponsored with other community organizations or individuals.
2. Meetings and events sponsored by established groups from the chartered Library district, the Tuxedo Union Free School District, the Monroe-Woodbury Central School District, and the Town of Tuxedo.
3. Events sponsored by local governmental organizations that involve the public health, safety and/or welfare.
4. Membership meetings of local educational, civic, cultural and social organizations located in the chartered Library district
5. Meetings or events sponsored by individuals who reside in the chartered Library district that are in keeping with the Library's goals and are in the educational, social and/or cultural interest of the general public.
6. Meetings sponsored by local commercial or for-profit organizations located in the chartered Library district, or sponsored solely by local organization(s) or individuals.

Eligibility

1. Meeting Rooms may be used for meetings and programs.
2. Meeting Rooms may not be used for the sale of merchandise or services, except for sales conducted by the Library or the Friends of the Library group, the proceeds of which shall be for the benefit of the Library.
3. Meeting Rooms may not be used for private social occasions.
4. No admission fee may be charged, contributions solicited or dues collected.
5. Meeting Rooms may not be used for fund-raising activities or political campaigning by political or partisan groups.
6. Meeting Rooms may not be used for illegal purposes or potentially hazardous activities.

Use Guidelines

1. Simple refreshments may be served provided that the room is left in the condition in which it was found. However, smoking, alcoholic beverages or illegal drugs are not permitted on the premises. All refuse must be disposed in containers and discarded by the applicant.
2. All participants must adhere to the Library's *Patron Code of Conduct Policy*. Failure to comply with the *Patron Code of Conduct Policy* or any other Library policy may result in the cancellation of a program, and/or suspension of the privilege of using the Meeting Room. The individual signing the application for use of the room on behalf of a group shall be responsible for the conduct and activity of the users and shall insure that the room is left in good order upon completion of the meeting.
3. The Learning Lab's max seating is 10 persons. The Program Room's max seating is 24 persons.
4. Use of the Meeting Room's interactive touch screen display is available upon request.

Other Terms

1. Any damage to the Meeting Room is the responsibility of the applicant and the group using the room.
2. The Library is not responsible for accidents, injury, or loss of individual property while the Meeting Room is in use. Applicants must fully fill out and sign the attached *Meeting Room Reservation Application*.
3. The Library is not responsible for cancellation of the use of the Meeting Room due to inclement weather, power failure or any other emergency.
4. The Library reserves the right to revoke and cancel any permission granted when such use may be deemed to be in conflict with the best interest of the Library.
5. Nothing in the foregoing shall be deemed to give any organization an absolute right to the use of the Meeting Rooms. The Board of Trustees has the final and sole responsibility to prescribe policies regulating such use and may refuse any or all such uses if, in their opinion, there is a possibility of disorder, damage to Library property, or other reasonable cause to restrict or refuse such use.

Reservation Guidelines

1. Reservations must be made by a person at least 18 years of age, who is an official representative of the eligible organization. The applicant must be present at the meeting or event.
2. Reservations may be made up to 2 months in advance. The use of the room by an individual or outside organization is limited to not more than four (4) times per two (2) month period.
3. If the meeting or event is for persons under the age of 18, an adult supervisor, age 18 or over, must be present at all times. All participants must follow the *Children in the Library Policy*.

4. Meetings must begin during Library hours and be completed no later than 15 minutes before the Library closes. Participants must exit the building by closing time.
5. A completed Meeting Room Reservation Application must be submitted at least 24 hours before the requested meeting or event. All applications are subject to review and approval by the Director or Assistant Director. Submission of an application does not guarantee approval.

Use by Tutors

1. The Tuxedo Park Library recognizes the benefit to the students and parents of the community for tutoring to be allowed within the Library. Meeting Rooms are available for children living in the Library's chartered service area and their tutors, including official Tuxedo Union Free School District and Monroe-Woodbury Central School District tutors and volunteer tutors who are providing an unpaid service for adults. Parents or guardians of students who are being tutored assume responsibility for ensuring the safety of their child while working with an adult tutor.

By submitting a *Meeting Room Reservation Application*, the user acknowledges that they have read and understood this policy and agree to comply with its terms.

Adopted by the Board of Trustees, April 10, 2024

Amended by the Board of Trustees, October 22, 2026



Tuxedo Park
LIBRARY

Come In. Connect.

Meeting Room Reservation Application

Application Date: _____

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Tuxedo Park Library Cardholder

Applicant's Name: _____

Room Requested (please circle): Program Room Learning Lab

Date(s) Requested: _____

Time Requested: Start _____ End _____

Purpose of Meeting: _____

Number of Attendees (approx.): _____ (Must not exceed room's occupancy limits)

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I represent an organization

Organization's Name & Address: _____

Purpose of Organization: _____

I have received and agree to abide by the *Meeting Room Policy* and understand my responsibility in that regard. The Library reserves the right to revoke and cancel any permission granted when such use may be deemed to be in conflict with the best interest of the Library. The Library Board of Trustees is not responsible for cancellation of the use of the Meeting Room due to inclement weather, power failure or any other emergency.

Signature of Applicant: _____ Date _____

Name (print) & Title: _____

Street: _____ Town/State: _____

Telephone: _____ Email: _____

For Library Use:

⑨ Approved

⑨ Denied

Signature: _____ Date: _____