



## Community Room Instructions

1. Submit completed application for Use of Marion Community Meeting Room at library desk or via email to marionlibrarydirector@owwl.org
2. Make arrangements for payment and confirm date reservation with staff.
3. Pick up key from library staff prior to event, during regular library hours.\* Keys must be returned in the book drop immediately after the scheduled event. If meeting is taking place after regular library hours, instructions for locking and securing building will be provided.
4. After event, the applicant is responsible for cleaning and returning the room to its original condition. All garbage and other materials must be removed. All chairs and tables must be returned to their proper locations. The kitchen and bathroom must be clean and orderly.
5. The deposit will be returned as soon as practical upon favorable inspection of the meeting room.

### \*Library Hours

**Mon: 10:00 am - 8:00 pm**

**Tue: 2:00 pm - 6:00 pm**

**Wed: 10:00 am - 8:00 pm**

**Thu - Fri: 2:00 pm - 6:00 pm**

**Sat: 9:00 am - 12:00 pm**

## Community Room Policy

### PURPOSE

In keeping with the Town's mission to offer a welcoming place for community interactions, the Marion Community Room is available for use by community groups for meetings and programs when not needed for library purposes. **Use of the meeting room does not imply endorsement by the Town, Library Staff or Trustees of the viewpoints presented.**

### POLICY

The Town and Library Board of Trustees encourage the widest possible use of the community room by government agencies, nonprofit community groups and others, as long as this use does not interfere with the normal functions of the library.

- Room may be used between the hours of 8:00 AM and 10:00 PM.
- Room may be used for educational, cultural, informational or governmental/civic activities and may include public lectures, workshops and other similar functions. **Partisan political campaign activity is prohibited.**
- Room bookings are subject to cancellation within two weeks notice if the room is needed for library programming.
- Programs involving **the sale, advertising, promotion of commercial products or services, or programs sponsored by a business firm, are prohibited** except for those sponsored by the library.
- No admission fee, registration fee, donation or monetary solicitation may be sought from meeting attendees unless the library co-sponsors the program.
- No single group may have more than six meetings in a six month period unless the library is a co-sponsor, or under the discretion of the board and manager.
- Users agree to abide by all regulations of the library relating to the use of the facilities and accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
- No group or organization using the meeting room will discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in the provision of services.

## CHARGES

There is no charge for use of the community room by governmental agencies, by nonprofit community groups or by groups presenting programs in which the library is a sponsor or cooperating agency. All private/closed gatherings (ie: parties, showers, etc.) will be charged \$50 at the time of reservation (\$65 for non-Marion residents). A deposit of \$75 will be charged at the time of key pick-up to ensure that the room is cleaned and returned to its original condition after use. The deposit will be returned after favorable inspection. Failure to comply with the stated policies may result in the loss of security deposit. Cash deposits must be picked up within six months or will be considered a donation to the library.

## GENERAL RULES AND REGULATIONS REGARDING COMMUNITY ROOM USE

- Groups interested in using the community room must first fill out an "Application for Use of Marion Community Room." This application must be on file with the Library at least one week prior to the first scheduled meeting date.
- An authorized adult representative must request use of the meeting room and fill out the application form. A responsible adult will be required to be in attendance at all community room functions. By signing the form the applicant agrees that the "General Rules and Regulations Regarding Community Room Use" has been read and understood. Failure to abide by these regulations may disqualify the group from future use of the rooms.
- The group accepts financial responsibility for any and all damage caused to the building or equipment beyond normal wear. The group contact person will be responsible for any charges incurred by the group.
- Payment of room fee is due at the time of reservation. Meeting room is scheduled on a first come, first served basis.
- Reservations may be made no more than six months in advance. However, the library does reserve the right to cancel a scheduled meeting with 2 weeks notice if the room is needed for library programming. The library will make every effort to avoid a cancellation but does reserve that right. The reservation could be canceled due to public health issues or restrictions on large gatherings.
- **Room reservations are not confirmed until the application form has been completed, signed, processed and payment made.**
- Library staff should be notified in advance of cancellations. If the meeting is canceled with less than 24 hours notice the group may be disqualified from future use of the room.
- Security deposit is made at the time of key pick up.

All printed and online promotion of events must clearly state:  
This event is NOT sponsored or endorsed by the Marion Public Library.

MARION COMMUNITY ROOM  
4036 Maple Avenue, Marion

## CONDITIONS OF USE

- No Pets
- Groups who use the library rooms may serve refreshments (note: alcoholic beverages are prohibited).
- Smoking and vaping is prohibited within one hundred feet of entrances/exits or outdoor areas.
- The group is responsible for leaving the room (including kitchen and restroom) in the condition in which it was found. All food must be removed from refrigerator and freezer. Garbage must be removed. Deposits may be retained and additional charges will be assessed for damages if required.
- Signs, working papers or posters may not be attached to the walls of the meeting rooms.
- No tape may be used on walls.
- Keys may be picked up no sooner than 24 hours prior to the event unless special arrangements are made. Keys must be returned within 24 hours of use.
- The Library does not provide paper goods or other materials needed for scheduled events.



# Application Form

- Programs involving the sale, advertising and promotion of commercial products or services, are prohibited.
- Political campaign activity is prohibited.
- No admission fees or registrations fees, donations or money solicitation may be sought from attendees unless the library co-sponsors the program.

DATE OF REGISTRATION

□□ / □□ / □□

## PERSONAL INFORMATION

Full Name :

Phone:

Email :

Address :

Town:

### Please Check:

- I have read and will comply with the Marion Community Meeting Room Policy and Guidelines.
- We will leave the room and the building secure according to the instructions.
- I will notify the library 24 hours before cancellation of event.
- I understand that failure to comply with the stated policies may result in the loss of security deposit and/or meeting room use privileges.

He/She on behalf of the organization does hereby covenant and agree to defend, indemnify and hold harmless the Town of Marion from and against any and all liability, loss, damages, claims, or action (including costs and attorney fees) for both bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the Town of Marion's property, facilities and/or services by the organization.

Signature:

## EVENT INFORMATION

Non-Profit Organization :  YES  NO

If Yes, Name of Organization:

Date Requested:

Time Requested:

General Description of use:

Estimated Attendance :

## STAFF USE:

Approved by :  Date:

\$50 Fee Rec'd:  cash or check # \_\_\_\_\_ OR \$65 Non-Resident Fee Rec'd:  cash or check # \_\_\_\_\_

\$75 Deposit Rec'd:  Key Pick Up Date: \_\_\_\_\_ check # \_\_\_\_\_

Date Deposit Returned: \_\_\_\_\_ Staff Initials:

MARION PUBLIC LIBRARY  
4036 MAPLE AVENUE  
PO BOX 30  
MARION, NY 14505

Tel: 315-926-4933  
Fax: 315-926-7038  
www.marionlib.org

# Marion Community Room Closing Checklist

## Please be sure:

- Restroom is clean and tidy.
- Kitchen is clean and swept.
- All food items are removed from refrigerator.
- Microwave fan is off.
- All windows are closed and locked.
- Thermostat is turned off.
- Floor is vacuumed and clean.
- All garbage and recyclables are removed and carried out to dumpster, closing tote lid securely.
- All entrances, front and back, are locked.
- Lights are turned off (including front and back entrances of library).
- Keys are returned in book drop.
- Alarm is set (only if you are told to do so).



**Failure to complete everything on the above list will result in forfeiture of \$75.00 security deposit.**

After event, please check off the items in the above list and return this form, with your signature. Place in book drop with keys.

Signature: \_\_\_\_\_ date/time: \_\_\_\_\_

315.576.5089 in case of problems