

Cuba Circulating Library

**39 East Main St
Cuba, New York 14727
Phone: 585-968-1668
Fax: 585-968-3004**

Community Room Use Policy

Who May Use the Room?

The Cuba Circulating Library and Board of Trustees welcome groups who are community oriented to use the Library's Community Room.

The purpose of the Community Room is to serve as a gathering place for community oriented events that are free and open to the public.

Library sponsored events are afforded first priority in access to and use of the room.

Aside from fund raising events hosted by the Friends of the Cuba Library, Inc., the Community Room is not to serve as a venue for any profit-related ventures, private fund raisers, business promotion, political campaigning, or any other events that results in financial gain to an individual or organization.

For organizations or businesses that lack adequate meeting space, the room may be used for an organization's meetings or staff development.

The fact that a group is permitted to use the room does not constitute an endorsement of the group's policies or beliefs by the Library staff or Trustees.

Community Room Use Fees

Nonprofit 501(c)3 groups may use the Community Room at no charge for activities lasting less than two hours. For activities lasting 2 – 4 hours the fee is \$25; for activities lasting over 4 hours the fee is \$50.

Private individuals and for-profit groups may use the Community Room for their organization's meetings or staff development. Use of the room for any other purpose requires Board approval. (Note that it can take up to two months, from the date of the initial request, for the Board to render a decision.) For events 4 or fewer hours the fee is \$25. For events over 4 hours the fee is \$50.

Fees must be paid on or before the day of the event. For groups using the room on a regular basis and with the permission of the Library Director, fees may be paid at the end of each month.

Gaining Access to the Community Room

All Community Room Users are responsible for signing out a key if access to the Community Room is needed outside of the Library's typical operating times. The key needs to be returned the **same day** as the event. There is a charge of \$250 for unreturned keys.

Revised & Approved by Cuba Circulating Library Board of Trustees 12/12/16

Cuba Circulating Library

39 East Main St

Cuba, New York 14727

Phone: 585-968-1668

Fax: 585-968-3004

Community Room Use Agreement

_____ requests use of
the Community Room for _____
with expected attendance of _____ on the following date(s) and times:

Date _____ Time _____

Date _____ Time _____

As the responsible party, I have read the Community Room Use Policy. As the responsible party, I will abide by the Community Room Use Guidelines. I agree that the organization requesting use of the Community Room will assume full responsibility for any damages or additional cleaning fees. The aforementioned organization also holds harmless the Cuba Circulating Library, its officers, directors, agents, representatives, managers, employees and affiliates from any and all claims, suits, liens, judgments, damages, losses and expenses including reasonable attorney fees and legal expenses.

Parent Organization _____

Address _____ Town _____ State _____

Business Phone _____ Home Phone _____

Signature of responsible party Title Date

Community Room Use Agreement Revised and Approved by the Cuba Circulating Library Board of Trustees on December 12, 2016.