

JOHN C. HART MEMORIAL LIBRARY
1130 MAIN STREET
SHRUB OAK, NEW YORK 10588
(914) 245-5262

RULES AND REGULATIONS FOR THE USE OF THE COMMUNITY ROOM

Purpose:

The Community Room of the John C. Hart Memorial Library is primarily used for library programs and events. It is also available for limited use to outside organizations. This use is free to groups which actively work to co-sponsor library events, promote library programs and services, or that provide free services and programs consistent with the library's mission within the Town of Yorktown, the Yorktown Central and Lakeland School districts. Fee-based use to other organizations is available by arrangement with the library director.

Disabled Access:

Access to the room and its facilities is barrier-free.

Scheduling Priority:

1. Programs and activities sponsored or co-sponsored by the library
2. Library Board of Trustees, Friends of the Library meetings and events
3. Meetings sponsored by the Town of Yorktown or associated town boards and agencies
4. Nonpartisan civic, cultural, or educational groups serving the residents of the Town of Yorktown.

Scheduling Restrictions:

The Community Room may **not** be scheduled:

1. For meetings which are partisan in their nature or support a political cause. All events of a political nature must be moderated by a non-partisan organization and represent a variety of positions and points of view.
2. For events which, in the judgment of the library director, could compromise the library's commitment to information literacy and social responsibility.
3. For events which, in the judgment of the library director or the Board of Trustees, might result in disorder or damage to the library or might attract attendance beyond the legal limit.
4. For private parties or for the use of an individual or individuals not associated with an established non-profit.
5. Business organizations conducting predominantly private or promotional activities.

Non-library events may not be scheduled more than 2 months in advance so that library programming is given priority use of the space.

Frequency of Use:

The Community Room may be engaged by organizations for occasional meetings. The room may not be engaged on a regularly scheduled basis, such as weekly or monthly, except with special permission of the Library Board. The Director may limit the number of meetings held on one day.

Policy adopted by the Library Board of Trustees on March 20, 2019 and amended on November 16, 2022