

TOWN OF MACEDON
Community Room Use Policy

Purpose of Policy

The Macedon Community Room is located in the same building as the Macedon Public Library (MPL), at 30 Main Street, Macedon, NY 14502. Except for this co-location, it is not otherwise affiliated with the Library. This policy memorandum clarifies the terms by which this room and its facilities may be reserved, and the rules and regulations which are in force while the room is in use.

Effective Date

July 24, 2003

The Town of Macedon reserves the right to amend this policy at any time without prior notice.

Available Facilities

- Meeting Room
- (capacity 100 persons; limited to 75 if configured with tables and chairs; or as posted by the Fire Marshal)
- Tables & Chairs available
- Coat rack in hallway outside room
- Separate outside entrance
- Available kitchenette with wet sink, range, refrigerator, cabinets
- Restrooms available
- No inside telephone access (except for emergencies during normal operating hours)

Who can reserve the facilities

- Individuals and groups representing not-for-profit organizations may reserve the facilities.
- Reservations must be made by an adult at least 21 years of age.
- All reservations must adhere to the guidelines in this policy.
- Use of these facilities by any individual or group does not constitute the Town's endorsement of the purpose or goals of that individual or group.

Scheduling Reservations

- The master schedule for use of these facilities is maintained by the Town Clerk, whose office is in the Town Complex at 32 Main Street, directly east of the Library building.
- You must visit the Town Clerk's office in person to request a reservation and sign the Use Agreement. (In addition, forms will be made available to be downloaded from the Town's website (<http://macedontown.net>).
- Reservations are on a first-come, first-served basis, subject to the remaining guidelines of this policy.
- Applicants accept liability for any damages or cleaning expenses resulting from the use of these facilities.

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Canceling Reservations

- ❑ Reservations must be cancelled by notifying the Town Clerk's office. Twenty four hours notice is appreciated if possible.

Recurring Reservations

- ❑ In the interest of fairness to all persons and groups who may wish to use these facilities, the number of reservations made for a recurring use should be kept to a reasonable limit. The Town Board reserves the right to deny requests, and/or rescind reservations, where the extent of recurring reservations is deemed unreasonable.

Rules for Use of Facilities

Violations of any of these rules may result in future access (even already-existing reservations) being restricted or denied.

1. Keep in mind that the facilities are adjoining the Town Library, and as such, users must respect that operation by keeping the noise level to a minimum.
2. Supervision by at least one adult 21 years old or more, is required for each 20 minors.
3. Neither the Library nor the Town assumes any responsibility for equipment or personal articles belonging to users or their guests.
4. No use of tobacco or alcohol products is permitted on the premises.
5. During library hours, the parking places near the building are to be left open for library patrons.
6. The facility must be left in clean condition, as agreed to in the Use Agreement. Litter/trash is to be removed by the user, or placed in the outside dumpster. Spills are to be cleaned up; tables and chairs are to be returned to the position in which they were found; floors are to be left in a clean condition. The user may be assessed a cleaning charge if deemed necessary.
7. No keys are to be given out or copied. The room is only available for use during normal building operating hours, or when someone sanctioned by the Town or the MPL agrees to open and/or close the facility as needed.
