

Livingston Manor-Roscoe Library

Livingston Manor Branch, 92 Main Street, Livingston Manor, NY 12758

Roscoe Branch, 85 Highland Avenue, Roscoe, NY 12776

Building-Use Policy for Community Organizations

PURPOSE: The Livingston Manor-Roscoe Library Board of Trustees wishes to make space available to the community for meetings and events (“events”). Events should not interfere with the primary function of the Library, nor supersede scheduled Library events. To that end, the Trustees wish to provide an objective manner through which use requests are reviewed.

LIMITATIONS: Use shall be for educational, cultural, and informational purposes. All Events shall be open to the public. Priority is given to those residing in the Library District.

NON-DISCRIMINATION STATEMENT: Applications shall be reviewed in a non-discriminatory manner. The granting of an application for use does not constitute an endorsement of a particular group’s policies or beliefs.

SPECIFICATIONS:

1. The Library Director shall have the authority to approve or reject requests.
2. Any person or organization who is granted use of Library space is responsible for the behavior of event attendees. Persons who fail to abide by Library rules, regulations, and this policy, or to cooperate with Library staff, are subject to ejection by Library staff or their agents.
 - a. In addition to other remedies available to the Library, a person or organization that does not take responsibility for the behavior of its event attendees, may have future requests rejected, at the discretion of the Director.
3. Persons and organizations using the Library hold the Library Trustees and staff harmless from and against any and all losses, claims, actions, damages, liabilities, and expense, including, but not limited to, those in connection with loss of life, bodily personal injury or damage to property of whatever kind or nature including attorney fees and costs, proximately caused by the person or organization’s negligence.
4. Persons and organizations shall assume complete responsibility for the general safety of event attendees, as well as Library staff and members of the general public who are present within the Library at the time of the event.
5. Persons and organizations shall be responsible for property or personal damage suffered by the Library and its staff during the Event. In addition to any other remedies available to the Library and/or its staff, failure to do so shall be cause for future denial of Library use.

6. Proper liability insurance to the limits noted in the reservation application must be provided to the Director at least three days prior to the event. Failure to provide proof of insurance shall constitute cause for denial of an application.
7. If using the Roscoe Branch community space, attendance for events shall be limited to 25 people.
8. Applicants are responsible for the set-up, clean-up, and arrangement of the Library space to its condition prior to the event. All personal belongings, accessories and trash must be removed from the building upon completion of the event.
9. Use of outside accessories, such as tables and chairs, shall be subject to prior approval by the Director. In addition, the offering of refreshments shall be subject to prior approval by the Director. Utensils and supplies shall not be provided by the Library and shall be the responsibility of the applicant.
10. Library space shall not be used for the sale of merchandise, with the exception of books or other materials written or illustrated by an individual who is present to discuss the book(s) and for continuing education or other programs, including those for which admission fees cover the cost of supplies and materials.
11. Youth are welcome for gatherings but must have a caregiver present (as defined in the Unattended Children Policy).
12. Absent special circumstances, applications shall be submitted at least three weeks in advance of the proposed event. Repetitive-use applications may be issued for a period of 6 months. Renewal is at the discretion of the Director.

Approved by the Board of Trustees: September 10, 2025