

**ULYSSES PHILOMATHIC LIBRARY
MELVIN COMMUNITY MEETING ROOM
PUBLIC USE AGREEMENT FOR ADVANCE BOOKING**

Groups are welcome to serve light refreshments. Advance notice must be provided if food-catering services will be used. *During the COVID-19 pandemic, the Library's kitchen will remain closed.*

Alcoholic beverages are not allowed.

The Library does not supply utensils, dishes or paper products.

The meeting room ~~and kitchen~~ must be left clean and in the same set-up as found.

All waste and recyclables must be removed from Library premises.

Smoking is not allowed in the Library nor on Library grounds.

The Library building is to be kept locked at all times when the Library is closed.

COVID-19 Pandemic Requirements for Meeting Room Use:

- Social distancing of three to six feet at all times is encouraged.
- Masks are optional, but encouraged, unless a mask requirement is put in place.
- Maximum number of people in the room: 25
- The person signing this agreement agrees to keep track of all attendees' names and contact information so they may notify them if a positive COVID case is discovered among the attendees. They agree to follow the Tompkins County Health Department guidelines for notification, isolation and testing if there is a confirmed positive case among the attendees.

After Hours Requirements for Meeting Room Use:

The Melvin Community Room is available to the public after the library closes in the evening and on weekends. The room is not available in the morning before open hours.

The person signing the agreement will be held responsible for:

- getting a key for the exterior entrance not more than 24 hours prior to the meeting
- making sure light and ventilation switches are off, and doors and windows are securely shut and locked in the meeting room once the group has vacated
- making sure that the meeting room and exterior doors to the Library are securely shut and locked once the group has vacated
- returning the key in the Library book drop immediately following the meeting

- all losses incurred by the Library as a result of leaving the building unlocked
- assuring that the aforementioned rules are adhered to by the group
- any physical damage to Library property associated with the group's use

Signing of this form constitutes an agreement by the undersigned to adhere to the rules of the Melvin Community Meeting Room Use Policy and Melvin Community Meeting Room Use Agreement, and to ensure that no member of the group violates the rules set forth.

Group Name _____

Responsible Party (print) _____

Signature _____ Date _____

Address _____

Phone _____ Email _____

Received by _____ *Date* _____

First approved as amended by Board of Trustees 04/15/03

Approved as amended by Board of Trustees 06/21/2022