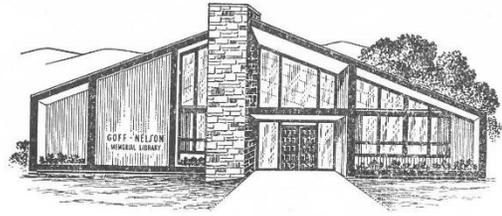


TUPPER LAKE PUBLIC LIBRARY

EXTERNAL POLICY



Policy name:
Public Use of Meeting Rooms

Date Created or Revised: 11/18/2013

Date adopted:

Version: 1

Purpose statement:

To ensure the appropriate and safe use by the public of all library meeting rooms

Detailed policy statement:

The Goff-Nelson Memorial Library (Library) allows the use of designated meeting rooms by community and non-profit groups and organizations for meetings that are educational, cultural, or civic in nature. Use is granted on equal terms to all groups provided that the group complies with the policy guidelines as stated. The Library reserves the right to deny applications for use based on the availability of space, staff coverage, and frequency of use.

No implications can be made through written material or media relations that the Library is sponsoring the event. Authorization to use the Library's facilities does not reflect endorsement by the Library of any particular program, position, or purpose of any person or organization.

Procedures and Guidelines

Library meeting rooms are maintained primarily for use by the Library, and use of rooms for library purposes takes precedence over all other uses. For times when a meeting room is not needed by the library, requests for use are considered on a first-come, first-served basis and subject to the following procedures and guidelines:

Reservations

- A meeting room reservation form must be completed and signed in advance by the adult who will be responsible for the use of the room.
- Meeting rooms can only be used during the Library's regular business hours, unless otherwise approved by the Library Director.
- The Library will NOT supply any materials for meetings. A/V equipment may be available for use in some meeting rooms, if requested in advance on the reservation form, but is not guaranteed.
- No food is permitted unless requested in advance on the reservation form. If permission is granted, certain restrictions still apply: no flames/heating elements are allowed on the library property.
- Smoking is **not** allowed in the building. There are receptacles for smoking materials at the front and back doors. Do not leave cigarette butts anywhere on Library property.
- Alcohol is **not** allowed in the Library at any time.

- To promote accessibility of meeting rooms to a wide variety of groups, or due to staffing requirements, the Library may limit the number or length of meetings during any time period for any particular group.
- Cancellations should be made at least 48 hours in advance of the meeting to Library staff.

Meetings

- All persons attending meetings at the Library are subject to the ***Public Behavior in the Library Policy***.
- Meeting room use and fees are at the discretion of the Library Director. Fees are not charged for not-for-profit organizations.
- Library meeting rooms may NOT be used for:
 - Solicitation of business, or non-library fundraising
 - Political campaigning on behalf of, or in opposition to, any candidate for elected public office
 - Any illegal or potentially hazardous activity
- Attendance in the Community Room may not exceed the room's capacity (325 people).
- Meetings with minors must be supervised at all times by the adult responsible for the room reservation.
- Tables and chairs may be rearranged for meetings, but the room must be returned to its original condition afterward.
- Library staff may enter and remain in a meeting room at any time.
- The Library is not responsible for damage or loss of property of meeting organizers or their attendees.

Additional

- No group or organization may use the Library's logo in promoting or advertising their meeting without the library's permission.
- No group or organization may list the address of the Library as its mailing address.
- If there is any damage to any room or equipment that necessitates professional cleaning or repairs, the meeting applicant will be held responsible for all associated costs.
- Groups are expected to clean up after themselves and leave the room in the condition that they found it (i.e. no food or trash left on the tables or floors).

Failure to comply with any of the Library's policies and guidelines may result in termination of the meeting and/or the loss of future use of meeting rooms.