

## **SOUTHEAST STEUBEN COUNTY LIBRARY MEETING ROOMS POLICY**

The Southeast Steuben County Library offers meeting spaces for use by the general public, community groups/organizations and individuals for the conducting of public meetings, conferences and workshops which are free and open to the general public.

The Southeast Steuben County Library recognizes its responsibility to provide access, and seeks to have its services, facilities, and programs accessible to persons with disabilities. All groups holding meetings in the library should allow handicap access.

Subject to availability and other conditions stated below, the rooms may be reserved on a first-come-first-served basis by any group regardless of its beliefs or affiliations of those of the individuals belonging to the group.

It is important for the Library to be a welcoming space that encourages discourse and intellectual freedom. The Library does not advocate or endorse the viewpoints of any group or individual.

### Meeting Room Descriptions:

Laura Beer Community Room: capacity 99

With room divider in place:

- Larger part of the Community Room: capacity 70
- Smaller part of the Community Room: capacity 30

Conference Room: capacity 25

### **Meeting Room Use Rules & Regulations**

All organizations, groups and individuals wishing to use the Laura Beer Community Room or the Conference Room must abide by the following regulations:

1. All meeting/event participants and organizers must adhere to the Patron Code of Conduct.
2. Any programming must comply with Federal, State and/or Local laws.
3. Programs must comply with Health and Safety considerations as determined by Director.
4. Use of meeting room technology must be pre-arranged at time of booking room.
5. Scheduled Library programs take precedence in cases of scheduling conflicts. The Library reserves the right to pre-empt the use of meeting space for Library purposes upon two (2) weeks notice to the organization requesting that space.
6. Rooms are reserved on a first-come-first-served basis.
7. A Library Community/ Conference room Use Permit form must be filled out and returned to the library at least one week prior to a scheduled program. The completed permit will be reviewed by the Director. After review, a confirmation (or denial) notification will be given by e-mail or phone. \*Notification will be given within 3 days of the submitted Use Permit. The reservation is NOT complete until the Use Permit has been approved. Once a Use Permit has been submitted, it will be kept on file for a year.
8. An authorized adult representative of the group (18 years or older) must request use of the meeting room. This representative will be required to sign the Use Permit. By signing the form, the applicant agrees that the rules and regulations regarding meeting room use have been read and understood. Failure to abide by these regulations may disqualify the organization from future use of the rooms.

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9. Reservations may not be made more than three months in advance. Individuals or groups may book no more than three meetings in any three-month period unless authorization is given otherwise by the Director.
10. Meetings shall be open and free of charge to the general public. No admission fees or donation collection is allowed. Any commercial intent or solicitation for profit or sales from the group, individual or organization is prohibited. However, at the discretion of the Library Director, the following will be permissible at Library sponsored programs: Fundraising to benefit the Library, Friends of the Library or other Library-related groups. The sale of books, CDs or other published items by authors or artists as part of a Library program may be allowed.
11. An adult over 18 years of age must be present during meeting room use. Minor children under the age of 18 are not permitted to use the library meeting spaces unsupervised.
12. Group representatives must sign in/and out at the front desk before and after their community room use. You will be asked for the number of people attending your meeting or event. This information is used by the Library for reporting and funding purposes. When your event has ended, a staff member will check the space to make sure the room is left in good order.
13. Rooms may not be used for personal or family purposes (such as birthday and retirement parties). The library offers these spaces for groups or individuals that wish to conduct meetings, conferences, or workshops which are free and open to the general public.
14. One (1) week notice must be provided in cases of cancellation. Groups that regularly fail to use reserved time may be barred from future reservations.
15. Organizations may be asked to provide a Certificate of Insurance that is acceptable to the Library Director. The Library Director will determine if a certificate of insurance is required.
16. Copyrighted items (DVDs) may not be publicly shown at the library without the consent of the copyright owner. Users must acquire permission directly from the distribution company (we would need a copy) in order to show a video or movie. (Alternately: If the title appears on the library license section of this website, Movlic.com then the video may be shown at the library without special or additional permission.)
17. In general, the Community Rooms and the Conference Room are available for use only during the library's regular operating hours. Any after-hours special reservation request is subject to the Director's approval and staff availability. All approved after-hours event sponsors will be required to cover the cost of library staffing for the event. This amount will be discussed with event organizers prior to going ahead with the event.
18. Limited food and beverages are permitted in the meeting rooms. The person filling out the User Permit must indicate if food or beverages will be provided. Alcoholic beverages are prohibited. The meeting room user is responsible for providing all items necessary for the serving of food and beverages. Equipment for the purpose of reheating of food, such as toaster ovens, microwave ovens, hot plates, popcorn makers, and Sterno fuel, are prohibited.
19. Use of the room by a group must be in compliance with local codes and regulations. Note: Open flame sources and open heating elements are prohibited. Examples: toaster ovens, microwave ovens, hot plates, popcorn makers, Sterno fuel, matches, candles and incense.
20. Room preparation and clean-up is the responsibility of the group reserving the room. The Community Room and Conference Room must be left clean and orderly. All chairs and tables that were used during the meeting must be put away. Upon check-out, a staff member will inspect the room. Groups leaving excessive debris will be required to vacuum the room prior to vacating the space. (A vacuum cleaner is

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available on request from the circulation desk.) If the room requires professional cleaning, the group will be billed for this. Failure to leave the room clean and orderly will result in a warning letter. A second violation will result in the group being prohibited from using the meeting rooms.

21. Any personal or group equipment, supplies, or materials left in the room will be the responsibility of the group reserving the room. The library assumes no responsibility for any loss or damage to personal property.

22. The library reserves the right to close on short notice due to adverse conditions and will attempt to notify scheduled meeting room users. Please pay attention to local news sources for weather-related or emergency closings.

23. The use of the name, logo, address, or telephone number of the Southeast Steuben County Library as the address or headquarters for any group or organization using the library for meeting purposes is prohibited. Publicity generated by a group may recite the library name and address only as the location of the event. Photos of the library's exterior or interior cannot be used for publicity. Any other mention or image use requires the express written approval of the Library Director.

24. Not adhering to the Community Room or Conference Room policies may result in the loss of meeting room privileges.

For any questions, please call (607) 936-3713 x2417.

*– Adopted by the Southeast Steuben County Library*

*Board of Trustees on June 18, 2020*

*– Revised by the Southeast Steuben County Library*

*Board of Trustees on March 16, 2023*