



## Marcellus Free Library

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| <b>Policy Name:</b> | <b>Meeting Room Use Policy</b> |                       |                     |
| <b>Section #:</b>   |                                | <b>Section Title:</b> | <b>Public Space</b> |
| <b>Adopted:</b>     | 11/7/2019                      |                       | <b>Reviewed:</b>    |

**1. Policy Statement:**

The meeting rooms of the Marcellus Free Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the buildings and the grounds, for its own purposes, will always take precedence over other uses.

**2. Definitions:**

**Library meeting rooms** may include but are not limited to the Friends' Community Room, the tutoring rooms and the outside grounds.

**3. The Policy**

**Use of Meeting Rooms by Groups, Organizations and Agencies**

The Board of Trustees of the Marcellus Free Library welcomes and encourages the use of the library's meeting rooms by not-for-profit groups, organizations, and agencies without charge. These educational, cultural, intellectual, or civic meetings, programs, events or activities of interest must benefit the community and be congruent with the library's mission for request consideration. All meetings, programs and events (except lawful executive sessions of governmental bodies) will be open to the public should anyone wish to attend. The Library Director will control and supervise the scheduling of these rooms.

Granting permission to use the library facilities does not constitute an endorsement by the Board of Trustees of the library staff of the beliefs or ideas expressed by organization or individual using the space. Events or meetings of community groups will not be publicized in such a manner that might suggest Marcellus Free Library sponsorship or affiliation.

Duly constituted and on-going political groups may use these rooms for general purposes as long as the meeting is open to the public, and not just members of that political party. Committees for the advancement of an individual's political campaign, however, shall be denied use of these rooms.

Community groups applying for the use of library meeting rooms are responsible for fully communicating the scope of activities planned, including attendance and any out of the ordinary impact the event might have on library operations. The



contact information of an officer or member of the organization responsible for the meeting will be given to the Library Director and will be kept on file.

Community groups are responsible for setting up any tables, chairs or other furniture and must return such furnishings to their original places. Groups must provide their own audio-visual equipment. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Groups using any library meeting room are expected to leave the room in the condition in which it was found and to clean up any trash or waste. At the close of any meeting, the room door and the bathroom door must be locked and the key returned to library staff.

The Library reserves the right to deny or revoke permission to any user or group whose planned use of the Library's meeting rooms is deemed detrimental to the library's operations or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

The Director may from time to time make specific rules and regulations, which detail the scheduling procedures and use of the library meeting rooms.

Public performances of copyrighted material, such as music and movies usually require the permission of the copyright holder. The group planning to show or perform such material is solely responsible for obtaining the required copyright clearance

### **Fees:**

Community groups may not charge admission fees or donation fees, except for the following:

1. Paid registration at conference or institutes, held in cooperation of the library.
2. Payment of fees for regularly scheduled courses.
3. Payment for materials required for educational projects.

### **Fundraising, Sales, and Giveaways**

Products or services may not be advertised or sold in the Library except to benefit the library. Sales of products, services, or fund-raising are permissible only under the following circumstances.

1. It must be part of a library-sponsored or co-sponsored program or activity, and the general nature of the items to be sold are approved by the Library Director in advance.

### **OR**

2. It must, in whole or in part, benefit the Marcellus Free Library.

Solicitation is not allowed in the library or on library grounds.

### **Safety**

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and well-being of those who use the premises. Activities detrimental to those responsibilities are prohibited.