

**INFORMATION SERVICES
VESTAL PUBLIC LIBRARY
320 Vestal Pkwy East
Vestal, NY 13850**

**MEETING ROOM POLICY
Rev. 2003, 2010**

MEETING ROOMS: Meeting rooms shall include those rooms designated as Meeting Room (94 person capacity); Lecture Room (28 person capacity); and Conference Room (11 person capacity). Each room is subject to the following regulations.

I. Application for Meeting Room use

- a. All applications for Meeting Room use must be made in person by a Four County Library System card-holding adult at least 18 years of age, at the Information Services desk.
- b. Meeting rooms are available to community non-profit educational, cultural, social, and civic groups for meetings and other uses pertaining to the welfare and benefit of the community. Meeting rooms are also available to for-profit groups, and all Rules and Regulations herein apply to them as well as to non-profit groups.
- c. Applications are validated only for the current Meeting Room calendar year in which they are submitted. The 18-month Meeting Room calendar "year" runs from July to December of the following year (e.g., July 1, 2010 through December 31, 2011; July 2011 through December 2012). On the earliest July day possible (announced in advance), bookings are taken for the following Meeting Room year on a first-come-first served basis, utilizing a sign-up sheet posted at the Library.
- d. All bookings must be preceded by an application. No application will be taken over the phone.
- e. Rejected or questionable applications shall, on request, be forwarded to and validated by the Director, with the concurrence of the Library Board.

II. Scheduling

- a. Meeting Rooms are during the Library's regular hours and for one additional hour after the Library closes. Please see the Library's schedule for regular and summer hours.
- b. Reservations are made on a first-come-first-served basis with the Information Services department. Reservations for the current Meeting Room year may be made at any time. No reservations will be taken more than 18 months in advance.
- c. In order to allow for the use of the facility by a majority of citizens of the Town of Vestal, meetings will be limited to one per week. The frequency of reservations will be subject to regulation at the discretion of the Library Board.

- d. All scheduled meetings will be recorded by Information Services staff on both the application form and the Meeting Room reservation calendar.
- e. Meeting Room bookings shall be posted in the lobby of the building. Last-minute changes will be posted in the Meeting Room calendar and on the bookings list at the Adult Circulation Desk.

III. Closings and cancellations

- a. Library and government programs take precedence over all other uses of the Meeting Rooms. The Library, therefore, reserves the right to cancel or move previously scheduled meetings to alternate dates or rooms after consultation with affected groups.
- b. All groups shall notify the Library of any cancellations as soon as possible. meetings cancelled prior to forty-eight (48) hours before a scheduled meeting will receive monetary credit for future meetings.
- c. The Library reserves the right to close the Meeting Rooms for reasons beyond its control (i.e., inclement weather, etc.) The Library will attempt to notify the responsible individual listed on the application form and issue credit toward any future meetings. As soon as a closing determination is made, such closing will be announced in the local media.

IV. General rules and regulations

- a. All meetings, entertainments, and uses must be non-exclusive and open to the general public, whether or not they have been advertised.
- b. All meetings, entertainments, and uses must be available to the general public free of charge. Groups using Meeting Rooms may NOT charge admission fees, solicit contributions, or take up collections. Groups may NOT sell or take orders of any kind during a meeting in the Library's Meeting Rooms. Meeting Rooms may NOT be used for any function designed to financially benefit any individual or organization.
- c. It is the responsibility of the group or organization registered to use the Meeting Room to ensure compliance with Fire Code restrictions as to occupancy limits, which are clearly posted in each room.
- d. Light refreshments may be served in Meeting Rooms, but each group is responsible for maintaining the cleanliness of the room it uses. If the kitchen is used, the group is also responsible for leaving it clean. Alcoholic beverages are never permitted.
- e. Smoking and open flames (candles, lanterns, etc.) of any kind are NOT permitted
- f. Setup within each Meeting Room is the responsibility of each group. -An adequate number of chairs and tables is stored at the back of the Lecture and Meeting Rooms for the use

of groups in those rooms; the Conference Room setup may be altered, but only slightly, due to space restrictions. Groups may borrow tables and chairs between rooms, but they may NOT leave anything in hallways, due to fire code and safety restrictions.

- g. Library employee parking spaces may NOT be used by those setting up or attending a meeting while the Library is open to the public; only the main door of the Library is to be used.
- h. Lights above exit doors in Meeting Rooms must remain lighted, in accordance with fire laws.
- i. Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Any advertisement must in no way imply Library sponsorship.
- j. No group has permission to use the Library's name, phone number, or address for any purpose related to their meeting or organization. The Library may not be used as a mail drop or contact for any group.
- k. Persons in meetings may be paged by library staff only in case of an emergency.
- l. Groups using the Meeting Rooms are expected to conduct their activities in a quiet and orderly manner. The Library staff will not hesitate to summon police if a group's behavior warrants. In such a case, that group's privilege to use the Meetings Rooms is immediately revoked.
- m. Nothing may be attached to any wall or ceiling in any room or hallway in the Meeting Room wing of the building. Announcements may be posted on bulletin boards beside each Meeting Room entrance at the time of a meeting, but must be removed at its conclusion.
- n. Restrooms must be left clean and unlocked.
- o. The side door to the Meeting Room hallway is a FIRE DOOR and must NOT be opened or propped open. Groups found or reported to prop this door open or allow it to be used as an entrance will lose their Meeting Room privileges.
- p. All groups using Meeting Rooms are required to complete their "Meeting Room Checklist and Closing Report" for each meeting. The Library must collect the information to be found on this report for statistical purposes. Checklists are left for each meeting in a plastic pocket near the exit door to each Meeting Room; they are to be completed and replaced in the pocket for staff.

V. Fees and exemption from fees to use Meeting Rooms

- a. Each Meeting Room rents for a small fee, payable prior to each scheduled meeting, and refundable only if one of the following conditions exists:

1. the Library is closed for reasons beyond its control
2. the group gives the Library 48 hours notice of cancellation
3. the group is "bumped" by a Library or government program.

b. Fees are as follows:

1. Meeting Room
For-profit groups: \$50 per meeting
Non-profit groups: \$20 per meeting
2. Lecture Room
For-profit groups: \$40 per meeting
Non-profit groups: \$15 per meeting
3. Conference Room
For-profit groups: \$30 per meeting
Non-profit groups: \$5 per meeting

c. Groups may, on their application form, request an exemption from normal fees for all of their meetings. To be eligible for exemption, a group's primary nature, function, or purpose—not its membership—must be to serve any of the following:

1. Youth
2. Elderly
3. Persons with disabilities
4. Library or literacy
5. Government

The Library Director will approve or disapprove any claim for exemption.

VI. Equipment and supplies

a. The following equipment is available to groups using the Meeting Rooms without notice:

1. Lectern
2. Projector stand
3. Wireless high-speed internet
4. Kitchen

b. The following equipment is available to groups using Meeting Rooms, with advance notice to Information Services:

1. VHS/DVD player (Meeting Room only)
2. Flat-screen TV (Meeting Room only)
3. High-speed wired internet connection

c. No equipment, supplies, furniture, food, or material of any kind belonging to any group shall be permitted to be stored in the Meeting Room wing or elsewhere in the Library building. The Library assumes no responsibility for any materials left on the premises, nor for loss or theft of, or damage to, any equipment or materials owned or rented by any group or individual related to any group using the Meeting Rooms.

d. Each group using Library equipment is responsible for the proper use of the equipment and its subsequent condition.

VII. Exiting Meeting Rooms

a. Each group is responsible for cleaning its Meeting Room after each use and replacing lost or damaged equipment. Chairs and tables must be restacked, in the appropriately marked corner of each room, at the conclusion of each meeting. Any group not leaving a room in a neat and orderly condition shall be notified that a second offense will result in denial of further use of Meeting Rooms. Also, costs for damage and restoration may be charged.

b. Groups must complete a "Meeting Room Checklist and Closing Report" after each meeting and leave it in the wall pocket where it was found. A group failing to fill out and leave the Checklist shall be notified that a second offense may result in loss of Meeting Room privileges and forfeiture of fees paid. Groups leaving after the Library's closing must follow the additional instructions on the Checklist. Failure to follow these instructions will also result in loss of privileges and forfeiture of fees paid.

VIII. Policy violations

a. Groups and organizations may be denied further use of the meeting rooms, and may be liable for any damages and expenses incurred by the Library, as a result of violations of any of the foregoing regulations. Groups will be notified in writing of violations as they occur.