

Room Use Policy

I. Purpose:

The library maintains meeting room space and a study room for use by community groups, associations, and agencies when such space is not being used for library-sponsored programming. These rooms are available during the library's normal hours of operation.

The library adheres to the American Library Association's policy statement *Meeting Rooms: An Interpretation of the Library Bill of Rights*, which states that facilities should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

II. Definitions:

"Public Meeting Rooms" refers to the Community Room and Director's Office.

Community Room

- Capacity of 100, seating for 50
- Projector, screen, smartboard, PA system with assistive hearing technology, DVD player

Director's Office

- Available after 5 p.m. on weekdays, during normal hours of operation on weekends.
- Seating for 6 at a table
- Smart TV

"Study Room" refers only to the glass-walled corner structure on the main floor of the library.

Study Room

- Seating for up to 4 at a table
- Monitor for remote meeting attendance - laptop or device required

III. Public Meeting Room Use

The library's public meeting rooms (Community Room and Director's Office) are reserved primarily for programs conducted or sponsored by the library, and secondarily for meetings of non-profit or community groups engaged in educational, cultural, intellectual, or charitable activities which are in the Voorheesville Central School District or have a participant who lives in the Voorheesville Central School District.

The Voorheesville Public Library does not warrant or make representations or endorsements as to the quality, content, accuracy, or completeness of information shared or presented during community meetings.

Meeting rooms may not be used for commercial and/or for-profit purposes, including investment seminars, sales/service demonstrations, and programs designed to promote or solicit customers for a healthcare entity. Meetings must be free and open to the public. Groups cannot charge admission or collect dues on library property. At the discretion of the Library Director, fundraising by the Friends of the Voorheesville Public Library may be allowed, as well as the sale of books or materials by authors, artists, and presenters taking part in a library sponsored event.

Library-sponsored programs take priority over all other meeting room reservations. The library reserves the right to cancel meeting room reservations at any time in the event of a conflict with a library-sponsored program. In these instances, the organization's contact person will be informed and every effort will be made to arrange alternate space for the displaced program. The library is not responsible for notifying group members of a cancellation or advertising a change in the meeting room schedule.

Procedure:

Reservation requests for public meeting rooms may be made on the library website. Requests for room use cannot be made more than two months in advance. All applications will be considered pending until approved by the library. Groups needing assistance with this process may call the library information desk. The library cannot guarantee that reservation requests made less than one week in advance will be accommodated. Groups are limited to one meeting a month. Additional meetings may be allowed if space is available.

Expectations:

Programs may not disrupt the use of the library by others. All persons using the meeting rooms are subject to all library rules and regulations. Meeting rooms users agree to abide

by this policy, the library's Patron Code of Conduct Policy, and all instructions from library staff.

Library personnel must have free access to meeting rooms at all times. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with the above rules.

Groups are responsible for their own room setup. Groups may not move any furniture into the meeting room from other areas of the library. Groups shall not exceed the legal posted capacity of the meeting room and hallways may not be used as overflow viewing space for meetings.

Only individually wrapped food and bottled beverages may be served, unless prior approval has been obtained from the library director. Alcohol and tobacco products are not permitted in the meeting rooms. No open flames or candles may be used in the meeting rooms. Meeting rooms must be left clean and all trash put in receptacles.

The library will provide no storage space and assumes no responsibility for equipment or personal articles belonging to individuals using the meeting rooms.

Room must be vacated 5 minutes before the library closes.

Use of Audiovisual Equipment:

The library cannot provide operators for audiovisual equipment. Staff from the library's Information Desk may provide instruction for operation of equipment as needed, with advance notice.

Replacement or repair of any damage to library property that occurs during the meeting will be the responsibility of the group.

Groups must secure public performance rights to screen films in library meeting rooms, and provide the library with related documentation. The library is not responsible for securing these rights, nor is it liable for a group's violation of this regulation.

IV: Study Room Use

The library provides access to one private room for individual or small group study, or for small meetings). The study room is available during the library's normal hours of operation. The study room is available on a first-come, first-served basis; reservations will not be taken.

Procedure:

Anyone wishing to use the study room must register at the Information Desk. Study room use is for one hour. This time may be extended if no one is waiting. Extended time expires as soon as another request for the room is received.

The library reserves the right to allocate the study room for a library-sponsored program or meeting.

Expectations:

Children under the age of 9 must be accompanied by an adult while in the study room.

Study room users agree to abide by this policy, the library's Patron Code of Conduct Policy, and all instructions from library staff.

The study room closes 5 minutes before the library closes.

Audiovisual Equipment:

The library cannot provide operators for audiovisual equipment. Staff from the library's Information Desk may provide instruction for operation of equipment as needed.