

MEETING ROOM POLICY
KINNEY MEMORIAL LIBRARY
(adopted August 28, 2018)

SECTION 1. GENERAL RULES AND REGULATIONS

1. The library's meeting room is available on a limited basis to educational, cultural, civic and governmental groups/organizations. Library activities will have priority. The library does not have the maintenance staff to support heavy use of the meeting space.
2. Meetings must not be disruptive to Kinney Memorial Library patrons or staff.
3. Use of the meeting room does not imply the library's endorsement of the group's/organization's beliefs or activities. Groups/organizations may not imply that an event or meeting is sponsored, cosponsored or endorsed by the library in any advertising or publicity. Except as a designation of location, the name of the library may not be used in any publicity related to the use of the meeting room nor may the library's telephone number be placed on any publicity.
4. Meetings may start no earlier than (15) fifteen minutes after the library opens, and meeting space must be vacated (15) fifteen minutes before the library closes, unless special arrangements have been made with the library director. The meeting room is available during library staffed hours only, unless special arrangements have been made with the library director.
5. The meeting room is scheduled on a first come, first served basis.
6. The room's booking is subject to cancellation with a notice of (2) two weeks, if the room is needed for library programming. The library will make every effort to avoid cancellation, but does reserve that right.
7. The meeting room space is booked through library staff. The library reserves the right to limit the frequency with which a group/organization uses the facility.
8. There is no charge for meeting room use.
9. If the library is closed due to weather or an emergency, the meeting room will also be closed.
10. Kinney Memorial Library and the Town of Hartwick are not responsible for accidents, injury or loss of personal property.

11. An adult member of the requesting group/organization must fill out and sign a Meeting Room Agreement Form (Attachment A).

SECTION 2. RESPONSIBILITIES OF GROUPS/ORGANIZATIONS USING MEETING ROOM

1. Groups/organizations, other than the library, using the meeting room may not charge admission fees, solicit non-charitable contributions or take up collections; nor may there be selling or taking orders of any kind.
2. It is the responsibility of the group/organization to insure compliance with the fire code restrictions as to meeting room occupancy limits.
3. Light refreshments may be served in the meeting room. If the kitchenette is used, the group/organization will be responsible for leaving it clean and removing all trash. Alcoholic beverages are not allowed in the building.
4. Smoking and open flames (candles, lanterns, etc.) of any kind are not allowed in the building. The group/organization using the area will be responsible for enforcing this regulation.
5. Groups/organizations are responsible for setting up the room for their meeting. Exits and entrances must be clear of furniture, bulletin boards and other materials in accordance with fire laws.
6. Nothing may be attached to walls, doors or ceilings in the building.
7. Each group/organization will be responsible for cleaning the meeting area after each use, returning furniture to the proper location, and replacing lost and/or damaged equipment. Any group not leaving an area in a neat and orderly condition shall be notified that a second offense will result in its being denied further use of the meeting room. Costs for damage and restoration may be charged.
8. Groups/organizations using the meeting area are expected to conduct their activity in a quiet and orderly manner.

SECTION 3. EQUIPMENT AND SUPPLIES

1. Special permission is required to use library resources, such as computers, DVD player, television, etc.
2. Groups/organizations are to bring their own pens, pencils, tape, etc.

3. Equipment, supplies, furniture or material of any kind belonging to or leased by any group/organization or individual shall not be stored in the library building. The library assumes no responsibility for materials, etc. that are left on premises.

SECTION 4. CHILDREN'S GROUPS/ORGANIZATIONS

1. Children's groups/organizations may use the meeting room provided that an adult sponsor fills out the application and providing that the meeting is supervised by adult sponsors, at least one adult for every ten children.

SECTION 5. POLICY VIOLATIONS

1. Groups/organizations may be denied further use of the meeting room and may be liable for any damages and expenses incurred by the library as a result of violation of any of the library policies. Groups/organizations will be notified, in writing, of violations as they occur.

Last Reviewed: August 28, 2018