

SIDNEY MEMORIAL PUBLIC LIBRARY

**8 River Street
Sidney, New York 13838
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Meeting Areas Policy

Meeting Areas

Meeting areas shall include those rooms designated as the Fred and Irene Smart Community Room (125 person capacity), the Downstairs Meeting Area (55 person capacity). Each area is subject to the following regulations:

Application for Meeting Area Use

1. All applications for meeting area use must be made by an adult, age 18 or over.
2. Library-sponsored events shall have priority. **The library reserves the right to cancel a booking for a library event at least two weeks in advance.**
3. Recurring reservations for the meeting areas will be accepted, but for no more than **three** months at a time

Scheduling

4. The meeting areas are available during library-staffed hours unless special arrangements are made. Meetings and setup for meetings can begin no earlier than one half hour before library opens. Meetings should end fifteen minutes before the library closes unless special arrangements are made.
5. Reservations are on a first come, first served basis.

Cost

6. There is no meeting area fee for non-profit groups whose address resides in the Sidney School District and whose primary function is to serve the Sidney Community. Non-profit organizations that reside outside the Sidney School District will pay a fee of \$20 for the Smart Community Room, \$10 for the Downstairs Meeting Room. For Profit organizations will pay a fee of \$50 for the Smart Community Room, \$25 for the Downstairs Meeting Room. Payment must be made one week prior to the event. Final approval of the room reservation will occur upon receipt of payment. This is a non-refundable fee unless the library must cancel due to weather conditions.

7. The library reserves the right to assess a custodial charge subject to the nature of the program.

General Rules and Regulations

8. Groups, other than the library, using meeting areas may not charge admission fees, solicit non-charitable contributions, or take up collections; nor may there be selling or taking orders of any kind.

9. Attendees are asked to leave the closest parking spaces for library patrons. We ask that only half (18) of the spaces be occupied by meeting attendees. **Parking is available in the municipal parking lot past the Laundromat on Bridge St.**

10. It is the responsibility of the group/organization to insure compliance with the fire code restrictions as to meeting room occupancy limits.

11. Light refreshments may be served **in the Smart Community Room only**. If the kitchenette is used, the group will be responsible for leaving it clean. Alcoholic beverages are not allowed in the building unless prior permission has been obtained from the Library Director with notification to the Library Board.

12. Smoking and open flames (candles, lanterns, etc.) of any kind are not allowed in the building. The group using the area will be responsible for enforcing this regulation.

13. Groups are responsible for setting up the room for their meeting. Exits and entrances must be clear of furniture, bulletin boards and other material in accordance with fire laws.

14. Lights above exit doors must always remain on in accordance with fire laws.

15. Any advertising (press releases, flyers, announcements, posters, etc.) must in no way imply library sponsorship. **Banners, literature, photographs or signage may not be placed anywhere in the Library without the Director's permission.**

16. The library's address or telephone number may not be used for any purpose (to retrieve mail or to leave messages, etc.).

17. The library will page individuals for emergency purposes only.

18. Groups using the meeting areas are expected to conduct their activities in a quiet and orderly manner.

19. Nothing may be attached to walls, doors or ceilings in the building.

Equipment and Supplies

20. The following equipment is available to groups using the meeting areas. Please specify, in advance, the days/times when needed.

lectern	slide projector
projector stand	opaque projector
projection screen	portable microphone system
overhead projector	LCD multimedia projector
TV-VCR and DVD	wipe-off board
piano (with prior approval from Library Director)	

21. All users of the meeting rooms are to create their own signage to help attendees locate meetings.

22. Organizations are to bring their own pens, pencils, tape, etc.

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

24. The library is not responsible for the loss, theft or damage to any equipment or materials owned or rented by an organization or individual meeting in the library.

Closings/Cancellations

25. All groups should notify the library of any cancellations **at least one week in advance**. Three consecutive cancellations without notification to the library will result in suspension of user privileges for one year.

26. The library reserves the right to close the meeting areas for reasons beyond its control (inclement weather, power failure, etc.). The library will attempt to notify the responsible individual listed on the application form. Emergency library closings will also be announced on the local radio station.

27. Library programs take precedence over all other uses of the meeting areas. If a library related program arises, which, in the judgment of the library director has priority, the library reserves the right to ask groups to choose an alternate meeting date.

Children's Groups

28. Children's groups may use the meeting areas provided that an adult sponsor fills out the application, and provided that the meeting is supervised by adult sponsors, at least one adult for every ten children, unless special permission is obtained from the library director.

Exiting Meeting Areas

29. Each group 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 areas. Costs for damage and restoration may be charged.

Policy Violations

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

Granting permission to use the library facilities does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by organizations or individuals using the space.

Approved Aug. 2000

Revised Feb. 2004 (effective 7/1/04)

Revised Nov. 2008

Revised June 2009