

**Use of Meeting Rooms** (1 of 4 pages)

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**Reviewed:**

**Policy:**

Library activities have priority over all others for use of the meeting rooms. Use is assigned by the library director or designee in the order applications are received, whether in person, in writing, or by telephone.

Meeting rooms are available for use free of charge during open hours for educational, cultural, charitable, and civic purposes. Participation must be open to the public. Rooms may be available for private social events with Director and Board approval.

Room assignment will be at the discretion of the library. The library reserves the right to limit the number of people attending meetings.

Requests involving registration fees and/or material fees can be approved only when proceeds from such activities are used to support civic, charitable, or educational purposes. The library board reserves the right to require an accounting of proceeds from any approved activity.

Programs that involve fundraising or the sale of goods, products, or services are prohibited. Exceptions may be made for library sponsored programs so long as sales benefit the library and are not the primary purpose of the meeting or program.

Reservations must include the name of the organization, purpose of the meeting, number of persons expected, name and phone number of person responsible for the group, room setup and equipment required, time of meeting including setup time.

Reservations will be accepted up to three months in advance.

Individuals or groups reserving rooms will be informed as soon as possible if their meeting date(s) must be changed or cancelled. Advance notice will be given as

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time allows.

All groups of school age children must be chaperoned.

Neither the name nor the address of the Powers Library may be used as the official address of any organization except the Friends of Powers Library, Inc.

No smoking is permitted on library property. The sale, consumption, or possession of illegal drugs on library property is prohibited. Alcohol is not permitted unless approved by the Board for special events.

In the event of the libraries closing due to inclement weather or other emergency reasons, all activities will be cancelled.

Groups holding meetings must leave at the agreed time and are responsible for any damage to the room or its contents. The room must be left in a neat and orderly condition. If damage occurs or special cleaning is needed, a charge will be levied. A deposit to offset cleaning charges may be required. A second offense will result in that group and/or individual being denied further use of the library meeting rooms.

Prior arrangements must be made when overtime services are required. Permission will be granted pending the availability of a staff member to stay late. A fee may be assessed to reimburse the library for the service.

After an initial warning, any user of the meeting rooms may be barred from future meeting rooms for failure to abide by these guidelines, or for being disorderly or disruptive while using library facilities.

### **Use of Meeting Rooms Outside Library Hours**

**Policy:** The Powers Library may open the building outside regularly scheduled hours to facilitate a particular program in support of the library's mission.

After hours programs may be facilitated by a library volunteer. When a volunteer-

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led initiative (like an exercise program, book club, or garden workshop) becomes the program of the library there is no longer a risk of it not being covered by insurance. There is no risk of a security threat and there is no risk of being considered an improper benefit since its use is a library program and not an unfair exclusive benefit to a private person or group.

For such an activity to qualify as a library program, it will need to be open to all, without a fee (just like any other library program). In addition, the person leading the program needs to be designated as a volunteer with a formal letter. And most critically, the library should confirm with its insurance carrier that the library's policy covers this type of volunteer work and physical activity on site. Parentheses note: any library using volunteers, for any reason, should confirm those volunteers are covered by the libraries insurance).

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**Confirmation of volunteer leadership the powers library program**

Dear (name)

Thank you for volunteering to lead the Friday night exercise program at the library!

As a volunteer, you are helping the library provide an additional service for the Powers Library community. The program will be conducted on

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Room: \_\_\_\_\_

The capacity of the program is\_\_\_\_\_ individuals. Participant numbers should not exceed this, due to the capacity of the room. As the program is open to all in the community, participation is on a first come first served basis.

You will be issued a key to open and close the building. Please alert the library immediately if the key is misplaced. The key must be returned when the program is finished or whenever the director requests that the key be returned. All attendees must follow the rules of the library. If you have any concerns about rules or the conduct of a participant, please notify the director as soon as possible for guidance.

In the event that a person is injured during the program, or any library property is damaged, please alert the director immediately as we must generate an incident report.

Please notify the library as soon as possible if a session must be cancelled, so we can alert attendees.

Thank you for helping to expand Powers Library Services.

Lori Cochran, Director