



## **Meeting Room Use Policy**

The Carnegie Public Library of Steuben County has public meeting room available for use.

### **Philosophy**

The Carnegie Public Library of Steuben County is concerned with education, information, entertainment, and cultural enrichment of the community it serves. Meeting rooms are available to groups in the community regardless of the beliefs and affiliations of their members. Granting use of the meeting rooms does not imply approval by the library of the group, the meeting, or the ideas presented in the meeting. Library-sponsored programs have first priority in scheduling. All other meetings will be scheduled on a first come, first served basis.

### **Reservations**

Meetings can be scheduled Monday through Saturday during library hours with the exception of library closures. Reservations for meeting rooms can be made in person, by telephone, or online at [www.cplsc.org](http://www.cplsc.org), up to 24 months in advance of an event.

### **Restrictions**

The library has the rights to control the time, place, and manner of all meetings. The library is authorized to deny permission to use library meeting space to any group that violates the regulations in this policy. The library director will decide any questions of interpretation. Smoking is not permitted in the library or on library property.

Neither the name or address of the Carnegie Public Library of Steuben County may be used as the official headquarters or address of an organization.

### **Fees**

Rooms are available for civic, educational, and cultural uses without charge unless the rooms are used for monetary gain. "Monetary gain" refers to any uses by profit-making organizations.

In order to secure the room requested, deposits must be made within 7 days after making a reservation. If the deposit is not made in time, the room will be made available for another reservation.

For profit use: \$60 for meeting rooms, \$30 for study rooms

Private parties: \$30

### **Physical Arrangements and Rules**

Adopted 4/12/21

Meeting rooms are kept locked. The person on the room reservation must visit the Main Desk to pick up a key and an attendance slip. The key and attendance slip must be returned to the Main Desk after the meeting.

Tables and chairs are provided, and arrangement is the responsibility of the hosting organization. Additional equipment must be reserved at the time the meeting room is reserved. Users are responsible for damage to the meeting rooms. These costs are determined on a case-by-case basis and will be in line with damage caused.

Food and non-alcoholic beverages may be served in the rooms. Maximum attendance is limited by the size of the meeting space.

- Do not smoke or drink alcohol on library property.
- Do not use tape, tacks, or nails, etc. on the walls

When your meeting is over:

- Clean equipment, tables, chairs, and kitchen items
- Turn off lights
- Take trash to the bins on the west side of the building
- Recycle plastic and aluminum in bin near the elevator

Make sure all doors the meeting room are closed

### **Cancellations**

It is the responsibility of the person scheduling the meeting room to inform the library of cancellations.

In cases of severe weather or in situations outside the library's control, the library may be forced to close. If the library closes, then all meeting room fees are refundable. The library will make an effort to contact those with reservations affected by such closure, but the information will typically be available on local news outlets, the library's website, and social media.

### **Revocation and Refusal of Authorization for Use**

Use of library meeting rooms may be prohibited or terminated at any time if the activity or conduct planned or occurring in the facility is or is deemed to be disruptive, or interferes with library patron use of the library facilities for library purposes or is disruptive or interferes with library staff in their service to patrons. The privilege of using Library meeting rooms will not be granted or will be revoked if the activities or intended activities of the meeting room users negatively impact normal operations in the following ways:

- The meeting is conducted in a noisy, disorderly or inflammatory manner.
- The size or nature of the meeting presents personal safety or building security issues, or creates an undue parking demand on library lots or the surrounding neighborhood.

- The activities of meeting room users disrupt or will be disruptive to other library patrons use of library facilities or distract or will be distracting for library staff from the performance of their duties.
- The meeting room users neglect to pay all required fees, or neglect to pay for damage to the meeting room.
- The meeting room users neglect to leave the room in the condition in which it was found.
- There is any violation of Library policy.
- A group fails to show for a scheduled meeting without prior notification.