



Marcellus Free Library

Policy Name:	The Friend's Community Room Use Policy		
Section Title	Facilities		
Reviewed:	March 9, 2023	Adopted:	April 6, 2023

1. Policy Statement:

The Friend's Community Room of the Marcellus Free Library is primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, for its own purposes, will always take precedence over other uses.

2. The Policy

Use of The Friend's Community Room by Groups, Organizations and Agencies

The Board of Trustees of the Marcellus Free Library welcomes and encourages the use of the library's Friend's Community Room by not-for-profit groups, organizations, and agencies without charge. These educational, cultural, intellectual, or civic meetings, programs, events, or activities of interest must benefit the community and be congruent with the library's mission for request consideration. Non secular organizations, such as religious groups who wish to hold mass or services, will not be considered. All meetings, programs, and events (except lawful executive sessions of governmental bodies) will be open to the public* should anyone wish to attend. The Library Director and librarians will control and supervise the scheduling of these rooms.

*In instances where the room is being used for minors (i.e., Cub Scouts, Girl Scouts, etc.) the library and/or organization reserves the right to deny attendance to adults who have no relation to the minors.

Any groups/organizations that wish to use the Friend's Community Room must fill out the Friend's Community Room Request Form accessible through the Marcellus Free Library website. The room can be reserved up to 2 months in advance.

Granting permission to use the Friend's Community Room does not constitute an endorsement by the Board of Trustees or the library staff of the beliefs or ideas expressed by the organization or individual using the space. Events or meetings of community groups will not be publicized in such a manner that might suggest Marcellus Free Library sponsorship or affiliation.



Duly constituted and on-going political groups may use the Friends Community Room general purposes as long as the meeting is open to the public. Committees for the advancement of an individual's political campaign, however, shall be denied use of these rooms. Community groups applying for the use of the Friend's Community Room are responsible for fully communicating the scope of activities planned, including attendance and any out of the ordinary impact the event might have on library operations. The contact information of an officer or member of the organization responsible for the meeting will be recorded in the Friend's Community Room Reservation Form and kept for future records.

Community groups are responsible for setting up any tables, chairs or other furniture and must return such furnishings to their original places. Groups must provide their own audio-visual equipment. The Library is not responsible for materials or equipment brought into the Library by individuals or groups. Groups using the Friend's Community Room are expected to leave the room in the condition in which it was found and to clean up any trash or waste. At the close of any meeting, the room door and the bathroom door must be locked and the key returned to library staff.

The Library reserves the right to deny or revoke permission to any user or group whose planned use of the Library's meeting rooms is deemed detrimental to the library's operations or does not comply with this policy. Violation of policies and procedures may result in denial of future access to the space.

Any group that advocates and practices hatred, hostility, or violence towards members of a race, ethnicity, nation, religion, gender, gender identity, sexual orientation or any other designated sector of society will not be granted use of the Friend's Community Room.

The Director may sometimes make specific rules and regulations, which detail the scheduling procedures and use of the Friend's Community Room.

Public performances of copyrighted material, such as music and movies usually require the permission of the copyright holder. Any group planning to show or perform such material is solely responsible for obtaining the required copyright clearance.

No alcoholic beverages will be served in the community room without prior permission from the Library Director.

Fees

Community groups may not charge admission fees or donation fees, except for the following:

1. Paid registration at conferences or institutes, held in cooperation with the library.



2. Payment of fees for regularly scheduled courses.
3. Payment for materials required for educational projects.

Fundraising, Sales, and Giveaways

Products or services may not be advertised or sold in the Library except to benefit the library. Sales of products, services, or fund-raising are permissible only under the following circumstances.

1. It must be part of a library-sponsored or co-sponsored program or activity, and the general nature of the items to be sold are approved by the Library Director in advance.

OR

2. It must, in whole or in part, benefit the Marcellus Free Library. Solicitation is not allowed in the library or on library grounds.

Reserving Space After Hours

The Friends Community Room cannot be reserved after closing. When the library's front doors are locked, a program cannot be considered open to the public.

Exceptions will only be made for programs organized by, or in-partnership with, the library at the discretion of the Library Director

Reserving Space on Sundays

The Friends Community Room cannot be reserved on Sundays.

Exceptions will only be made for programs organized by, or in-partnership with, the library at the discretion of the Library Director.

Safety

The Board of Trustees bears the responsibility for protecting the safety of the building and its contents and the health and well-being of those who use the premises. Activities detrimental to those responsibilities are prohibited.