



Marcellus Free Library

Policy Name	Meeting Room Use Policy		
Section Title:	Facilities		
Reviewed:	March 9, 2023	Adopted:	April 6, 2023

1. **Policy Statement:** The meeting rooms of the Marcellus Free Library are primarily for the use of the library for its own programs and activities. The Library's use of its own facilities, including the buildings and the grounds, for its own purposes, will always take precedence over other uses.
2. **Definitions:** Library meeting rooms may include but are not limited to the tutoring room, the teen room, the Martha Lollis Media Room and the outside grounds.

3. The Policy

The Board of Trustees of the Marcellus Free Library welcomes and encourages the use of the library's meeting rooms 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. The Library Director and librarian(s) will control and supervise the scheduling of these rooms.

Any groups/organizations that wish to use the meeting rooms must first check in with the circulation desk.

Granting permission to use the meeting rooms 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 these rooms for 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 library meeting rooms 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.

Groups using any library meeting room are expected to leave the room in the condition in which it was found and to clean up any trash or waste.

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 any meeting room.

The Director may sometimes make specific rules and regulations, which detail the scheduling procedures and use of the library meeting rooms.

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

Patrons can reserve the meeting rooms up to 2 months in advance, excluding the study room, which is reserved on a first-come, first-serve.

The Teen Room

The Teen Room is first and foremost meant to function as a space for teen patrons. As such, teens will have priority to reserve/use the room after 2:30 p.m. on weekdays. Prior to 2:30 p.m., adults are permitted to use the room.

The Teen Room will not be used by groups that exceed 8 people.

The Martha Lollis Media Room

The Martha Lollis Media Room will not be used by groups that exceed 12 people.

Food and drinks are not permitted in this room.

Any programs that involve markers, colored pencils, crafting, etc. will not be permitted.

Teens are not permitted to use the room without adult supervision.

Fees

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

1. Paid registration at conference or institutes, held in cooperation of 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.

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.