

MEETING ROOM PUBLIC USE POLICY ULYSSES PHILOMATHIC LIBRARY

Ulysses Philomathic Library's meeting rooms are available free of charge on a first-come, first-served basis to individuals looking for quiet space, and to groups that primarily exist to serve the needs of the community; including educational and literacy groups, civic betterment organizations, cultural and artistic groups and other groups that are not excluded below.

UPL expects that all equipment in the rooms will be properly handled. While UPL acknowledges that there will be some normal wear and tear on equipment during its use, and that accidents happen, if damage or loss occurs due to theft, gross negligence or abuse, patrons may be held financially responsible for repair or replacement of the equipment.

Meeting rooms may not be used by the public for:

- Fundraising. However, planning and training sessions by recognized community service agencies is permitted.
- Programs involving the sale, advertising or promotion of products or services.
- Organizations charging for attendance. Exceptions may be made by the Director or his/her designee for meetings sponsored by approved non-profit groups.
- Partisan political meetings or events (e.g. political rallies and demonstrations, promotion or endorsement of political candidates). Organizational meetings are allowed.
- Religious or philosophical/motivational groups that wish to hold services, ceremonies, prayers or events to recruit new members.
- Social functions such as showers, birthday parties, etc.

Study and History Rooms

Are available to individuals or small groups as quiet spaces to study or meet.

Maximum cumulative daily use of these two rooms combined is two (2) hours per patron.

Staff will alert patrons when rooms become available and when their time is up.

Melvin Community Meeting Room

Groups wishing to reserve the Melvin Community Meeting Room must complete a MELVIN COMMUNITY MEETING ROOM PUBLIC USE AGREEMENT application and submit it to the Director or his/her designee for approval. Dates are not to be posted without approval.

Library events have priority and the library reserves the right to cancel advance reservations in favor of library programming with 35 days notice.

A group can use the Melvin Community Meeting Room a maximum of 12 times a year, or at the discretion of the Director.

The library kitchen is available to patrons who are using the Melvin Community Room as well as to all staff and volunteers. Cleaning the kitchen is the responsibility of those who use it and is to be done promptly after use.

The Director or his/her designee reserves the right to refuse the use of the room whenever such use does not conform to this policy.

First approved as amended by Board of Trustees 06/21/16

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Last reviewed by Policy Committee 06/21/16