

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 their 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.

History Room

Available to individuals or small groups (up to 6 people) as a quiet space to read, study, or meet.

Maximum cumulative daily use is two (2) hours per patron. Maximum cumulative weekly use is twelve (12) hours per week or at the discretion of the Library Director.

Individuals or groups may book the room in advance by calling or asking at the desk.

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

Melvin Community Meeting Room

Advance Booking: Groups wishing to reserve the Melvin Community Meeting Room in advance must complete a MELVIN COMMUNITY MEETING ROOM PUBLIC USE AGREEMENT application and submit it to the Director or their designee for approval. Dates are not to be posted without approval. See the agreement for additional guidelines about after-hours use.

Walk-in Use: Individuals or groups wishing to reserve the Melvin Community Meeting Room on a walk-in basis during library open hours may do so without signing the form. Walk-in use is limited to two (2) hours per day and twelve (12) hours per week, or at the discretion of the Library Director.

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 advance-book the Melvin Community Meeting Room a maximum of 24 times a year, or at the discretion of the Library 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 Library kitchen is unavailable to the public during the COVID-19 pandemic.

COVID-19 Procedures for the Melvin Community Room

After reopening UPL in 2021 and until the end of the COVID-19 pandemic, all patrons using the Melvin Room will adhere to these additional requirements:

- Food or drink may be consumed in the room unless a mask requirement is in place
- The kitchen area remains unavailable to the public
- Social distancing of three to six feet at all times is encouraged
- Masks are encouraged
- Maximum number of people in the room: 25
- The person booking the room on the group's behalf will keep track of all attendees' names and contact information so they may notify them if a positive COVID case is discovered among the attendees. This booking person acting on behalf of the group agrees to follow the Tompkins County Health Department guidelines for notification, isolation and testing if there is a confirmed positive case among the attendees.

The Director or their designee reserves the right to refuse the use of the room whenever such use does not conform to this policy or for public health reasons.

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

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