

## **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 or groups 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 8 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. Patrons or groups will lose their reservation time if they are 15 minutes late without notifying the library.

Individuals or groups may book the room in advance by calling or asking at the desk. Advance booking is limited to one booking per week or at the discretion of the Library Director. Patrons may book the room up to six months in advance.

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

Food is not permitted in the History Room; covered drinks are permitted.

## 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.

A group or individual can advance-book the Melvin Community Meeting Room a maximum of 24 times a year, or at the discretion of the Library Director. Patrons may book the room up to six months in advance. Patrons or groups will lose their reservation time if they are 15 minutes late without notifying the library.

The Melvin Community Room is available to the public after the library closes in the evening and on weekends. The room is not available in the morning before open hours. After-hours booking is limited to 12 times per year per group or individual, or at the discretion of the Library Director.

**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 30 days' notice.

Individuals or groups using the Melvin Community Meeting Room agree to return the room to the same condition in which it was found, including moving tables and chairs, removing excess trash, and using the library vacuum to clean up.

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.

At the time of booking, groups and individuals are encouraged to request any needed staff assistance with moving furniture and/or accessing technology. Assistance given will depend on library staffing levels on the day of booking.

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*

*Approved as amended by Board of Trustees 08/20/2024*