



Onondaga County Public Library Board Policy

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Meeting Room Policy

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Date Approved: 8/9/12

OCPL Meeting Room Policy

The Onondaga County Public Library (OCPL) meeting rooms are primarily intended for activities conducted or sponsored by the Library, Library Board of Trustees, Friends of the Library, the OCPL Foundation and Onondaga County and other Government agencies. Library sponsored programs and meetings are given first priority. In addition], the meeting rooms may be requested for use by not-for-profit organizations engaged in educational, cultural, intellectual or charitable activities of interest and/or benefit to the community.

This Meeting Room Policy directs the use of meeting rooms by these not-for-profit organizations. Applications for use of the library's meeting rooms are available to not-for-profit organizations and groups without regard to religious, political, philosophical, or other content of speech at such meetings.

Adult supervision (21 years or older) is required for any group of minors. Meeting rooms may not be used for family/personal gatherings such as: family reunions, weddings, baby showers, birthday parties, receptions etc.

Meetings can only be held during the library's normal hours of operation. Occupancy limits must be observed.

The library reserves the right to reschedule or cancel meeting room reservations at any time in order to use the meeting room space for programs or events sponsored by the library. We will provide as much notice as possible.

All community meetings and functions shall be open to the public.

Meeting room users are required to comply with the library's "Code of Conduct" and the "General Rules for Community Use". They are available on the website, (www.onlib.org under "About OCPL").

In order to provide equitable access to meeting rooms; limitations on frequency and duration of use may be imposed.

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 permission.

No admission fee/donation may be charged.
Only exceptions are:

1. In the case of paid registration for conferences or institutes held in cooperation with the library.
2. Payment of fees for regularly scheduled education courses of non-profit organizations or payment for materials required for educational projects or group discussion held in cooperation with the library.

There will be an understanding by the organization using the meeting room that members of the public can come into the meeting room.

No products, services, or memberships may be advertised, solicited, or sold. However, the following will be permissible for Library sponsored events:

1. Fund raising to benefit the library and/or sponsored by the OCPL Foundation, Friends of the Library, or other library-related groups.
2. The sale of books, media, and other items by authors or artists as part of a Library program.

Activities are prohibited which are detrimental to the accomplishment of the mission and goals of the library. Community groups applying for the use of library meeting rooms are responsible for communicating fully the scope of activities planned, including anticipated attendance and any out of the ordinary impact their event might have on library operations. OCPL's Public Information Office must be informed in advance if media coverage is expected.

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

The Executive Director may from time to time promulgate rules and regulations for the scheduling and use of library meeting rooms.

Permission to use a meeting room does not constitute an endorsement by the Library of a program or point of view expressed. Except as a designation of location the name of the Library may not be used in any publicity relating to use of meeting rooms.

If the library is closed because of bad weather or other circumstances, the use of the meeting room is cancelled and the meeting or event sponsor will be notified as soon as possible.

General Rules for Community Room Use

1. Not-for-profit organizations wanting to use a meeting room can email or leave the request at the Information Desk. Meeting rooms are not reserved for tutoring or other uses by individuals, even those affiliated with a non-profit. There are study rooms on the third floor which may be used by individuals on a first come/first served basis and may not be reserved in advance.
2. The person responsible for the meeting will need to complete an application form. The applicant is responsible for managing orderly behavior of all attendees. Adult supervision (21 years or older) is required for any group of minors. Reservations may be made up to three months in advance.
3. Admission fees or suggested donations or contributions may not be required of participants attending the meeting or function. The sponsor may request a fee from participants to cover the cost of materials furnished to participants. However, such a fee may not be construed as a requirement to participate in the meeting or function.
4. Meeting rooms may not be used for any meeting or function for the financial benefit of any not-for-profit institution or private individual engaged in fund raising or marketing goods or services unless it is to further library purposes.
5. No games of chance may be played.
6. The Library will not provide storage space and assumes no responsibility for equipment or personal articles belonging to applicants or their guests. Library personnel will not move or rearrange heavy equipment or provide audio-visual equipment or operators.
7. In order to provide equitable access to meeting rooms, limitations on frequency and duration of use may be imposed.
8. The name of the library may be used only as a designation of the location of the meeting or function. Announcements, press releases, flyers, etc. relating to the meeting or function need to acknowledge the sponsoring group's contact information.
9. The Community Relations of Onondaga County Public Library must be informed in advance if media coverage will be present.
10. Onondaga County Public Library's policy against smoking and the use of alcohol in library buildings applies to all groups using meeting rooms.
11. The Library reserves the right to deny use of library meeting rooms if there is reason to predict physical hazard to the participants or audience.
12. Users must supply their own meeting supplies, including dry erase markers, paper products, etc.

Reservations

13. An application must be received at the library location no later than 3 weeks before the event, unless preapproved by authorized personnel. Once received, a confirmation will be given via email or phone.
14. An applicant may request a room only once per month and no more than 3 months in advance.
15. If cancellations or changes in the reservations become necessary, the library needs to be notified as early as possible.
16. Meeting rooms are available for use only during the library's normal hours of operation and for security reasons, must be vacated 15 minutes prior to the library's closing time.

Food

17. For the safety of participants, no cooking is permitted.
18. Light refreshments may be served (needs to be store purchased or catered). All beverages carried in must be in a covered container and must not contain red dye. No alcohol is permitted.
19. Applicant/User must supply their own kitchen supplies, coffee, etc.

Maintenance/Housekeeping

20. Individuals or groups using a room are responsible for furniture set-up, and clean up after use.
21. Meetings need to be conducted in such a way as not to disturb library operations.
22. The applicant/user needs to inform participants of the locations of fire/emergency exits and must adhere to fire and safety regulations of the facility.
23. The applicant/user is responsible for participant accommodations (e.g. assistive listening devices, etc.) and compliance with the provisions of the Americans with Disabilities Act.
24. The applicant/user accepts financial liability for damage to library facilities and/or loss of library property.
25. Library personnel need to have access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliances with its regulations. Violation of any Library rules shall be grounds for denial of future use of meeting space.



Application for Use of a Meeting Room – Community Form

Please Submit 3 weeks Prior to Event

Room Reservations Are Not Final Until the Library Approves the Application

Library: _____ Today's Date: _____

Name of Organization: _____

Address: _____

Telephone Number(s): _____ Web Address: _____

Fax Number: _____ Email Address: _____

Name of Representative Making the Request: _____

Position in the Organization: _____

Purpose of the Meeting: _____

Brief History of the Group/Organization: _____

To give all organizations an opportunity to use the meeting rooms, groups may not reserve space on a regular basis for more than 3 months in advance.

Date(s): _____ Hours: _____ to _____

Requested Room: _____

Approx. Group Size: _____ # of Chairs Requested: _____ # of Tables Requested: _____

AGREEMENT

It is expressly understood that the Library has adopted certain rules applicable to the use of the Library meeting rooms, a copy of the Meeting Room Policy and such rules are attached. The undersigned has read and understands the terms of such Policy and rules and agrees, individually and as a representative of the group as a whole requesting use of such facility, to comply with the terms therein and said individual and group as a whole shall be liable for any noncompliance thereof, to include, but not limited to, any and all damage that may occur or fees or costs that may be incurred as a result of the use of the Library facilities. Said Policy and rules shall be binding upon such individuals and the group as a whole with the same force and effect as if written in and made a part of this Agreement. Further, the undersigned individual and the group as a whole requesting use of the Library facilities agree to indemnify and hold the County harmless from and against any and all losses, expenses, demands, and claims made against the County arising in any manner from such group's use of the Library facilities, whether such loss, expense, demand, or claim made against the County is caused by County's negligence or not.

Signature: _____ Printed Name: _____

For Office Use Only

Received by (library staff member): _____ Date received: _____

Light Refreshments: Yes _____ No _____ Caterer: _____ Kitchen: (if applicable) _____

Approval by Library Administrator/Branch Manager/Designee: _____

Date: _____

Central: Submit form via Fax: 315-435-8533; By mail: Onondaga County Public Library, Director's Office, 447 S. Salina Street, Syracuse NY 13202 Attention: Meeting Room Request; e-mail: meetingroom@onlib.org; or in person at the Customer Service Information Desk. For Branches: at the branch circulation desk.



Central Library
Meeting Room Application
Room reservations are not final until the library approves the application

To give all organizations an opportunity to use the meeting rooms, groups may not reserve space on a regular basis for more than 3 months in advance. All meeting room requests must come from non-profit organizations, and meetings must be free and open to the public. Library programs and events take priority over use of the meeting rooms.

Name of Organization: _____ Today's Date: _____

Address: _____

Telephone: _____ Email Address: _____

Name of Representative Making the Request: _____

Position in the Organization: _____

Date and Time of Meeting: _____

Purpose of Meeting:

Requested Room:

- First Floor Community Room (max. 106) Third Floor CNY Meeting Room (max. 33)

AGREEMENT

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Signature: _____ Printed Name: _____

For Library Use

Approved by: _____ Date: _____