

# **C W Clark Memorial Library**

## **Conference Room Use Policy**

The C W Clark Memorial Library continually strives to provide library services to all citizens in the area. The provision of conference room space is part of that service. The conference room will be available to all groups in the area providing services to the residents. The room is available on a first-come first-serve basis with signed contract.

Library programs and functions take precedence over any groups wishing to use the conference room. Groups using the room may be asked to move should the need arise to schedule a library event. Every attempt will be made to keep this from happening.

The Library reserves the right to limit the use of the conference room by any one group to best accommodate the requests for this space. There may be no admission fee charged.

The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.

Request for the reservation of the conference room will be made at the Library not over the phone. A conference room contract must be completed at least 3 business days before the meeting date and can be obtained at the circulation desk. All contracts must be approved by the Library Aide prior to the date of use.

Seating arrangements are the responsibility of the organization using the conference room. Chairs and tables must be reset in the room at the close of the meeting.

Alcohol and smoking are not permitted. Food and other beverages may be served. Groups should bring their own refreshments, paper products, etc. Minimal kitchen facilities are available. Items in the kitchen area are not to be used. They are for library programs only.

An adult, 21 years or older, must be in charge of all activities in the conference room and must be present and responsible at all times during the reserved time. Group members are responsible for the supervision of their children while using the conference room. Group members may not leave unsupervised children in the library.

The cost of repair for any damage to equipment or to the facility caused through misuse or carelessness shall be reimbursed to the library by the signer of the contract using the facilities at the time of the damage. If the library has to have the room professionally cleaned due to your event, the contract signer will be required to reimburse the library for the cost.

Groups may meet outside the regular library hours if a library staff member is available to be in the building during the meeting time.

Any falls or accidents should be reported immediately to the library staff. Appropriate documents must be completed.

Capacity of the program room is 66 Chairs, or 92 Standing, or 30 seated at Tables & Chairs as set by the Library Board of Trustees and the Village of Oriskany Falls Code Enforcement. This number must not be exceeded.

The Library Board of Trustees reserves the right to refuse the use of the library conference room or cancel any reservation when they deem the action to be in the best interest of the Library.

Adopted 02/25/2020